

A Guide to
& **Library**
Information Science

Questions & Answers



Second Edition

Haji Dad
Sher Nowrooz Khan



**A GUIDE TO
LIBRARY & INFORMATION SCIENCE**

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(Questions and Answers)**

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Sher Nowrooz Khan**

Second Edition

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CONTENTS

Foreword

ix

Preface

xi

History of Writing Material

1

History of Libraries

11

Types of Libraries

27

Library Classification / Knowledge Management

41

Cataloguing: theory and Practice

67

Subject Cataloguing/Subject Headings

121

Bibliography: theory and Practice

131

Library Education in the Subcontinent

149

Library Associations

159

Disaster Management in Libraries

167

Maintenance/ Conservation of Library Collection

175

Research

185

Library Automation

203

Computer

223

Library Acquisitions / Collection Development

259

Reference and Circulation Services

267

Indexing and Abstracting

287

Serials Management

295

Resource Sharing in Libraries

305

Library Administration and Finance

315

General Interview Questions

329

Objective Type Questions in Library and Information Science

337

Standard Abbreviations

415

Standard Footnote Abbreviations

433

Bibliography

439

Index

443

Foreword

Books are always unique in their content, character and arrangement. Readers, by and large, think of them with a precise objective and taxonomy in mind. Normally fiction and nonfiction are the predominant types, however, basing on literary and research needs, further categorization is evident, like textbooks, supporting books, reference books, etc. A book, whether read continuously or consulted occasionally, usually follows a formal and structured course of presentation. However, the one in hand is in fact exceptionally versatile. It is neither restricted by the type of reader, nor bound by the kind of contents. On the one hand, it is a handy aid for a teacher and a versatile resource for a student, while on the other hand it is not less than a practical guidebook for a library professional. It is particularly useful for the young professionals, preparing for their tests and interviews and aspiring to join the field of librarianship. Content wise, the book judiciously incorporates both the nitty-gritty of traditional librarianship and the modern application of information technology. Besides providing general reading, it doesn't fall short of a reasonably good reference book. Like a standard textbook it contains basic knowledge of the subject and provides technical information like a quality manual.

The authors have made tremendous efforts in collecting, compiling, editing and collating all the relevant material in a single volume. The material taken from other sources has been

supplied with references to the original. Explanations given by the authors are simple, brief and to the point. The authors indeed deserve kudos for their hard work. As there is acute scarcity of literature on librarianship in Pakistan, this work may be regarded as a good addition to the existing literature. Yet, being the first effort of its kind, there may be some good suggestions and recommendations from the reviewers that should be welcomed by the authors for improvements in the future editions.

March 2012

Colonel Khush Muhammad Khan
Deputy Director Library Services
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Islamabad

Preface

'Information is power' and it works as life-blood for research and development as it is the basis of all planning and development upon which depends our way of living. Library, as an information centre, provides necessary data to the people in the society. We all are aware of the fact that civilized nations of the world give due importance to libraries and librarianship in their societies.

This Guide-book has been for the librarians and students of Library and Information Science who intend to appear in tests, interviews, exams, and need a book of this nature for preparation. The authors, knowing fully well the problems and difficulties faced by the beginners in this field, have particularly ensured providing an overall view of the vast field of Library and Information Science.

Extensive revision has made the present edition far superior to the previous edition in coverage. Every chapter has been thoroughly scrutinized and revised. This book offers a completely new approach to library and information science education. It is a study guide that uses multiple choice questions for students' easy comprehension of the library and information science discipline.

We have tried our best to provide authentic and accurate reading materials to readers. However, readers who find any error or have a useful comment or suggestion to make, should not hesitate to inform us. Such input will be greatly appreciated for further improving the subsequent editions.

The Authors

HISTORY OF WRITING MATERIAL

Q What is a book?

Book is a source of information. A book can be broadly defined as a written document of at least 49 text pages (UNESCO) that communicates thoughts, ideas, or information. According to Librarian's Glossary "A set of blank sheets of paper bound along one edge and enclosed within protective covers to form a volume, especially a written or printed literary composition presented in this way". Throughout the ages, books have changed dramatically, assuming a number of different forms like stones, boards, planks of clay tablets, leaves of trees, leather, cotton, silk fabrics, codex, paper and now e-book.

Q What is the difference between a general and a rare book?

A A book of which copies are scarce and hard to obtain can be called a rare book. However, there is no easy formula or unequivocal guide to rarity. There is often no one distinctive feature that will set a rare book apart from other books. However, there are a few factors which assist in determining a book's rarity such as age, scarcity, importance, edition, etc.

Q On which materials were books written in ancient times?

A Books were written on stones, boards, planks of clay tablets, leaves of trees, leather, cotton and silk fabrics in ancient times.

Q How is the modern paper made?

A Paper is a thin material mainly used for writing upon, printing upon or for packaging. It is produced by pressing together moist fibers, typically cellulose pulp derived from wood, rags or grasses, and drying them into flexible sheets.

Q Where from the word paper was adopted?

A The word paper was derived from Papyrus. Papyrus was an ancient form of paper, made from the papyrus plant, which grew wild in the marshes of the Nile river and was cultivated for paper-making. Strips from fibrous pith of the papyrus plant were cut and laid

together in two layers, one layer running crosswise over the other, and beaten and dried to form a laminated sheet.

Q Who invented paper for the first time in the world?

A In 105 AD, Chinese court official Ts'ai Lun invented paper from rags presenting the sheet of paper to the Emperor Ho Ti as a substitute writing surface to silk. Chinese papermakers developed sized, coated and dyed paper that was protected against insects. Rags were replaced with bamboo which was de-fibred by cooking in lye/ caustic soda.

Q When was papermaking started in the Islamic world?

A It is said that in 751 A.D. the T'ang army was defeated by the Ottoman Turks at a mighty battle at the Talas River. Some Chinese soldiers and paper makers were captured and brought to Samarkand. The Arabs learned the paper making from the Chinese prisoners and built the first paper industry in Baghdad in 793 A.D.

Q How did paper get from China to Europe?

A Paper came from China to the West with Arabs who had learned the secret from Chinese prisoners of war in Samarkand in 768 A.D. It spread from Morocco to Moorish Spain and to Byzantium in the 11th century, then to the rest of Europe. All early paper was handmade in frames.

Q Who developed papermaking industry in the Sub-continent?

A The Muslim rulers of India established papermaking industry in India for the first time in history.

Q What was the use of parchment in ancient times?

A Parchment was a thin material made from calfskin, sheepskin or goatskin, often split. Its most common use was as a material for writing on, for documents, notes, or the pages of a book, codex or manuscript. It was distinct from leather in that parchment was limed

but not tanned, therefore, it was very reactive with changes in relative humidity and was not waterproof. Pointed pen was used to write on parchment of fats. The finer qualities of parchment were called vellum.

Q How was leather parchment prepared?

A Skins of goat or sheep were softened and flattened through colouring and chemical application.

Q What year was the printing press invented?

A A major advancement in printing was the invention of movable type in the year 1040 CE. It is credited to Bi Sheng, who lived in China. Movable type is simply a process of arranging individual characters in a frame, as opposed to creating the content of an entire page all on a single woodblock. The modern printing press was invented in 1440 CE, by a German inventor Johannes Gutenberg that, with refinements and increased mechanization, remained the principal means of printing until the late 20th century.

Q What does Codex mean?

A An ancient book composed of pieces of writing material fastened so as to open like a modern book as distinct from the SCROLL or VOLUMEN, which it superseded.

Q Define lithography?

A A printing process in which the image to be printed is rendered on a flat surface, as on sheet zinc or aluminum, and treated to retain ink while the non images areas are treated to repel ink (American Heritage Dictionary)

Q Which group of people wrote on clay tablets?

A The people who lived in ancient Mesopotamia (present Iraq) were called Sumerians. The Sumerians wrote first time on clay tablets. The clay tablets of Mesopotamia, dating back as far as 3,500 B.C., were used to record the earliest writings of mankind. Clay tablets were made from earth and water, inscribed

while wet with a stick-like Stylus, then sun-baked to preserve the cuneiform markings. The estimated length of those clay tablets was eleven to twelve inches. Approximately, 2200 clay tablets of ancient Mesopotamia have been preserved in British Museum.

Q What is Egyptian "Book of the Dead"?

A The "Book of the Dead" is the modern name of an ancient Egyptian funerary text, first used at the beginning of the New Kingdom (around 1550 BC). The text consists of charms, spells and formulas for use by the deceased in the afterworld. It was placed inside the mummy case to guide the soul in the next world. The dimensions of "Book of the Dead" were 15 inches width, 75 inches length. The book was intended to help the deceased.

Q What is meant by reprography?

A The reproduction and duplication of documents, written materials, drawings, designs, etc., by any process making use of light rays or photographic means, including offset printing, microfilming, photography, office duplicating, and the like (Dictionary.com)

Q Name the four important principles on which reprography is based?

A They are : -

- Photography
- Thermography
- Electrography
- Holography

Q What Diamond Sutra is?

A A sacred book of Buddhist religion which was the first to be printed by the Chinese in CE 868 in the history of printing. It is the oldest surviving printed, dated book. Known also as the Vajra Prajna Paramita Sutra, the scroll consists of seven panels of block printed

paper, and measures more than 16 feet (5.3 m) in length. The scroll is on display at the British Museum.

Q What is the Gutenberg Bible?

A Johann Gutenberg holds the distinction of being the inventor of the movable-type printing press. In A.D. 1455, Gutenberg produced a Latin language Bible considered to be the first book ever printed by a movable-type printing press, printed in Mainz, Germany.

Q What does paperless mean?

A An automated office or system that relies primarily on electronic media rather than paper for information transmission and recordkeeping.

Q What is a paperless society'?

A It is the vision of a future society wholly committed to electronic communication. The phrase was coined by F.W. LANCASTER. As early as the 1970s, the introduction of computers and word-processing programs into the work environment was heralded as a "labor-saving device." No doubt, in some areas, computer has made our lives easier, faster and simpler but dreaming of complete paperless society is perhaps not possible as we still see societies full of paper even in the developed countries.

Q Tell any other form of books besides the paper books in modern times?

A Video-records, film, microfilm, microfiche, e-books, CDs, etc.

Q In which era the parchment was used as writing material?

A In 1500 BC approximately.

Q What do you know about incunabula?

A Books printed from movable type in Europe prior to A.D. 1501 are called Incunabula. The known incunabula represent about 40,000 editions. The books included products of more than 1,000 presses, including such famous printers as Gutenberg, Jenson, Caxton, and Aldus Manutius and give evidence as to the development of typography in its formative period. These books were generally large quarto size, bound in calf over boards of wood and decorated with red initials.

Q What are post-incunabula?

A The term post-incunabula is sometimes used to refer to books printed after 1501 A.D., how long after, the experts have not yet agreed.

Q When was printing started in Europe?

A Printing started in Europe when in 1440 A.D. German inventor Johannes Gutenberg invented a printing press.

Q When was the first printing press installed in India?

A The first printing press was installed in India on 6th September 1556 A.D. and was installed at the college of St. Paul in Goa.

Q What is offset printing?

A Offset printing/offset lithography is a type of printing process used by virtually all large commercial printers. It is called offset, because the ink is not directly pressed onto the paper, but is distributed from a metal plate to a rubber mat where it is then set onto the paper.

Q What is digital printing?

A Digital printing describes the process of transferring a document on a personal computer or other digital storage device to a printing substance by means of a

device that accepts text and graphic output. As with other digital processes, information is reduced to binary code, or "digitized," to facilitate its storage and reproduction. Digital printing has steadily replaced lithography in many markets, especially at the consumer and business level, as a result of its substantially lower production costs.

Q Which is the most commonly used script in the world?

A Roman script is said to be the most commonly used script in the world.

Q Where did block printing originate from?

A Block printing was the earliest form of printing, involving the cutting of crude pictures and lettering on blocks of wood. It was developed in China about 868 CE during the T'ang dynasty (618–907). Ideographic text and illustrations were engraved in wooden blocks, inked, and copied on paper.

Q When did printing start in America?

A First printing press was established in America in 1638 CE in Cambridge, Massachusetts Bay Colony.

Q How did man express Ideas and services for the first time in human history?

A Since there was no writing system, therefore it is said that people used sings and gesture of body for this purpose.

Q In how many languages are books published in Pakistan?

A More or less in fifteen languages.

Q What was the name of the first paper factory?

A The name of the first paper making factory was Fabriano. It was established in a small village in Italy.

Q Explain scriptorium?

A A room, especially in a monastery, set apart for the writing or copying of manuscripts.

Q What is a pictography?

A Prehistoric drawing made on a rock surface, such as the side of a cliff or the wall of a cave. It is one of the earliest forms of "written" communication and exists even today in the form of a picture representing or suggesting the thing signified, for example, a road sign bearing a symbol of a bed indicates that a hospital is located in this area.

Q What is meant by iconography?

A Iconography (image writing) is the branch of art history which studies the identification, description, and the interpretation of the content of images.

Q Explain ideography?

A The representation of ideas by graphic symbols. It is a form of picture-writing in which ideas are conveyed by pictorial representation.

Q What is a phonetic writing? Explain.

A A form of writing in which the signs or symbols represent sounds or a group of sounds rather than objects or ideas.

Q What do you know about alphabetic writing?

A In the history of writing, it is a final shape of writing in which a single symbol is used to represent a single sound feature in the spoken language.

Q What people used cuneiform system of writing?

A Cuneiform was the system of writing used most extensively in the ancient Middle East. The earliest known documents in cuneiform were written by the Sumerians of southern Mesopotamia, who assigned their own word-sounds to the symbols. Later, the Akkadians adopted the symbols but pronounced them as corresponding Akkadian words. Cuneiform thus passed successively from one people to another. The Akkadians were succeeded by the Babylonians, and they by the Assyrians.

HISTORY OF LIBRARIES

Q Define the word library science?

A The professional knowledge and skill with which recorded information is selected, acquired, organized, stored, maintained, retrieved, and disseminated to meet the needs of a specific clientele, usually taught at a professional library school qualified to grant the postgraduate degree of M.L.S. or M.L.I.S.(ODLIS)

Q What is meant by information science?

A The systematic study and analysis of the sources, development, collection, organization, dissemination, evaluation, use, and management of information in all its forms, including the channels (formal and informal) and technology used in its communication. (ODLIS)

Q Name the various types of information required by a user in the field of information science?

A

- Current approach
- Everyday approach
- Exhaustive approach and
- Catching up approach

Q What is a Library?

A A place, building, room or rooms set apart for the keeping and use of a collection of books, etc. (Librarian's Glossary)

Q Define the word library in your own words?

A Library is a collection of sources, resources and services. It is a place where knowledge is found in shape of books, newspapers, magazines and other reading materials for those who are interested to access it. These materials are arranged according to some logic and principles and can be consulted or borrowed by its members or readers.

- Q** What should be the purpose of a library?
- A** To select, assemble, administer and organize collection of educational and recreational library materials making them available and accessible to every individual in the community.
- Q** Where did the word library come from and what does it mean?
- A** It was adopted from Latin word 'Liber' which means 'book'
- Q** Where did the first library of the world originate from?
- A** Assyrian King Assurbanipal (668-626 BCE.) created the world's first library in his palace at Nineveh the city of Assyria (Iraq). This library was known as The Royal Library of Ashurbanipal. It had a collection of thousands of clay tablets and fragments containing texts of all kinds of royal inscriptions, chronicles, mythological and religious texts, contracts, royal grants and decrees, royal letters, assorted administrative documents, etc. Later, this library was destroyed by Chaldeans and Medes the states in Babylonia who fought against Assyrians.
- Q** When did the archaeologists discover the Assurbanipal Library?
- A** It was discovered in 1850 CE.
- Q** What was the number of the discovered materials in Assurbanipal Library?
- A** The archaeologists discovered nearly 20,000 tablets from this library in 1850 CE and now most of them are preserved in British Museum.
- Q** When and where was the first library established in Greece?
- A** It is said that the first known library was established in Greece in 6th century B.C. in Athens (Greece).

Q Who established the first private library in Greece?

A Aristotle (384-322 B.C.) established the first private library in Greece. The library was freely consulted by Greek scholars. At his death the library was given to one of his friends.

Q When was the first public library established in Greece?

A The first public library in Greece was established in 330 B.C. in order to preserve the work of great dramatists.

Q Who established the Alexandria Library?

A The library of Alexandria was established by Alexander the Great in 332 B.C. It is considered one of the greatest libraries of the ancient world, later destroyed by fire. The library collection was arranged/classified under five major subjects poetry, history, philosophy oratory and miscellany

Q Who was the Librarian of Alexandria Library?

A It is generally believed that Demetrius was Librarian of this great Library.

Q What is paleography?

A The study and description of ancient and medieval manuscripts, documents and systems of writing including the knowledge of the various characters used at different period is by the scribes of different nations and languages, their usual abbreviations, etc.

Q What do you know about Pergamum library?

A The Pergamum (a city in present Turkey) library was considered the second finest, after Alexandria. It was established by the king Eumenes II (d. 160/159 BCE) as a rivaling the Alexandria library. The library contained 200,000 volumes. Much of this success was due to the rulers of Pergamum, who were patrons of the arts and furthered the scope of the library. The library grew spectacularly, so much so that the curators of the Alexandrian Library in Egypt became concerned and placed an embargo on exported papyrus.

Q Name the Librarian of Pergamum library?

A His name was probably Krates.

Q Who confiscated the Pergamum library?

A Mark Antony confiscated some 2,00,000 scrolls of this library and presented them as a gift to Queen Cleopatra in 43 B.C.

Q Name the three most important ancient libraries of the world?

A

- Assurbanipal Library.
- Alexandria Library.
- Pergamum Library.

Q When were libraries established in China?

A During the Han dynasty period (206 – 220 BCE).

Q Name the first public library of the Arab world?

A Bayt-al-Hikmah Baghdad was the first public library in the Arab world, established by the Abbasid caliph. Harun al-Rashid. Bayt-al-Hikmah (House of Wisdom) in which scholars from different lands came and studied. It served as a museum, library, translation office, school and meeting centres.

Q What contributions the Fatimid Caliphs of Egypt made towards learning and libraries?

A In the Shia interpretation of Islam and particularly in the Shia Ismaili tradition, there is a great importance placed on knowledge. The Fatimids' support for learning was a reflection of this importance. The Muslim culture and civilization reached its peak during the time of Fatimid caliphs of Egypt. Different libraries and learning centres were established during this period. Al-Azhar University and al-Azhar Mosque library were founded by the Fatimid Caliph, Al-Mo'izz. The library contained 200,000 books. Caliph Al-Aziz, son of Mu'izz who founded a big library called Khaza'in - al Qusur, consisting of forty rooms. There were 1600,000 books and booklets of which 600,000 were

books and dealt with theology, grammar, dictionary, tradition, history, geography, astronomy, chemistry. Of these 6000 books were on mathematics and astronomy alone. The library was opened for the teachers, scholars and students of Cairo. Caliph Al-Hakim son of Al-Aziz established a library at Cairo in 1005 CE attached to the hall of learning (Darul Ilm or Darul Hakimah) which imparted free education and supported teachers, scholars and student with endowments. The facilities at Dar al-'Ilm were accessible to all people. There was tremendous scientific activity under the Fatimids. It is best reflected in the life of Ibn al-Haytham. Born in Basra (in present-day Iraq) in 965 CE, he was polymath and a master of all the scientific fields of his time. He was invited to Cairo by Caliph al-Hakim. In Egypt, Ibn al-Haytham went on to compose many works on physics, philosophy, astronomy, mathematics and medicine, including his greatest work the Kitab al-Manziri (treatise on Optics). In this work, Ibn al-Haytham refuted the theory of Euclid and Ptolemy that the eye sends out visual rays to the object of vision, arguing that the form of the perceived object passes into the eye through a transparent body (lens). The correctness of this theory was established several centuries later among European scientists.

- Q What was the condition of libraries under Muslim rulers of Spain?
- A The Muslim period in Spain is often described as a 'golden age' of learning where libraries, learning centers were established and literature, poetry and architecture flourished. Khalifah Abd al Rahman II and Hakam II specially took great interest in the collection of books. They established a number of libraries and learning centers all over the country. The Royal Library of Cordova was one of the best libraries of the Muslim world at that time. Different public and private libraries were established in provincial and district level in the kingdom. Librarian in the provincial

capitals used to be members of respectable families and the person in charge of royal library was generally a member of the royal family. The Spanish Muslims were not only the collectors of books but writers of original works as well. In short the Muslim rulers of Spain not only established and developed libraries but at the same time they also patronized all the literary activities in the kingdom.

Q When was the first public library founded in the Indian subcontinent?

A Kolkata (formerly known as Calcutta) Public Library established in 1836 was the first public library in this part of the world. It was not a government institution at that time. It ran on proprietary basis.

Q When and where was the Imperial library of India founded?

A The Imperial library was founded at Kolkata (formerly known as 'Calcutta') in 1891 by combining a number of secretariat libraries. However, the resources of both the Public Library Calcutta and Imperial library were not being used due to limited access. Therefore, these two libraries were merged by the order of the then Governor General of India Lord Curzon and opened to general public in 1903.

Q Name the first Librarian of Imperial Library Kolkata (Calcutta)?

A John Macfarlane, Assistant Librarian of the British Museum, London, was appointed the first Librarian of the Imperial library.

Q What is the present status of Imperial Library Kolkata (Calcutta)?

A With the enactment of the Imperial Library (Change of Name) Act, 1948, it has become the National Library of India.

Q What do you know about Baroda Library Movement?

A Maharaja Sayajirao III, Gaikwad of Baroda (1863-1939) was inspired by the progress of American public libraries during his visit to this country. He invited William Alanson Borden (1853-1931) a library expert to provide similar library services for his own people. Borden went to Baroda in 1910, worked hard and established a network of libraries in the state within a short period of three years. And the University of the Punjab at Lahore invited Asa Don Dickinson in 1915 to organize its University Library on modern American lines. These two pioneering American librarians became the architects of the Indian library system. They set the path for the progress of the Indian library movement. Many other American educator-librarians contributed toward this great cultural renaissance.

Q What was the situation of libraries and literary activities in Mughal empire?

A There was tremendous literary activity during the Mughal period. Languages like Persian, Sanskrit, Hindi and Urdu saw tremendous creative activity as did many other languages. The Mughal empire had a large number of poets and writers and hence there was a lot of work published in this era especially during the reign of Akbar, Jehangir and Shah Jahan. The keen interest in literature that the Mughal emperors had led to the establishment of many great libraries which became repositories of tremendous knowledge. The works were properly filed and locating information was very easy. The art of calligraphy also reached a level of excellence.

Q Name the Mogul emperor who slipped from the stairs of a library and died?

A The Mughal emperor Humayun had a great interest in reading. One day he was ascending the staircase from his library when he caught his foot in his robe, tumbled down several steps and hit his temple on a

rugged stone edge and died three days later.

Q Where is India Office Library situated and what kind of collection does it possess?

A It is situated in London, United Kingdom. The India Office Records are the documentary archives of the administration in London of the pre-1947 government of India. The 14 kilometers of shelves of volumes, files and boxes of papers, together with 70,000 volumes of official publications and 105,000 manuscripts and printed maps, comprise the archives of the East India Company (1600-1858), of the Board of the Commissioners for the affairs of India (1784-1858), of the India Office (1858-1947), of the Burma Office (1937-1948), and of a number of British agencies overseas which were officially linked with one or other of the four main bodies. The India Office Records are part of the Public Records of the United Kingdom, and are open for public consultation under the provisions of the Public Record Acts and in accordance with regulations established by the Lord Chancellor.

Q When was Library of Congress founded?

A Established on 24 April 1800 with a total collection of 224 books and 9 maps, today the Library of Congress is the biggest and largest National Library in the world having a collection of nearly 142 million items includes more than 32 million catalogued books and other print materials in 470 languages; more than 62 million manuscripts; the largest rare book collection in North America; and the world's largest collection of legal materials, films, maps, sheet music and sound recordings.

Q What was the purpose to establish the Library of Congress?

A To serve as a reference source for members of the Congress in fulfilling their constitutional duties. The library serves the Congress throughout the legislative process by providing comprehensive and reliable legislative research and analysis.

- Q** How many pieces of library materials are added daily to the collection of Library of Congress?
- A** According to their website the Library receives approximately ten thousand (10,000) pieces of reading material daily.
- Q** Which library has the privilege to be the oldest public library of Pakistan?
- A** Punjab Public Library Lahore. It was established in 1884 by the order of the then Lieutenant Governor Punjab. The main purpose to establish the library was to provide a public library for the use of all classes of the people without any discrimination of religion, sex, race and creed.
- Q** When was Quaid-e-Azam Library established?
- A** It is a reference and research library situated in Bagh-e-Jinnah Lahore. The library is housed in Old Gymkhana Building and was inaugurated by former President of Pakistan General Zia-ul-Haq on 25th December, 1984 and was named as Quaid-e-Azam Library.
- Q** Dyal Singh Trust Library is situated in which city of Pakistan?
- A** Dyal Singh Trust Library is situated in Lahore, and was founded in 1908 on the will of late Sardar Dyal Singh Majithia.
- Q** When and where was National Sirah Library established?
- A** NSL was established in 1998 as a part of Dr. Muhammad Hamidullah Library, Islamic Research Institute, International Islamic University, Islamabad.
- Q** When was Islamic Research Institute (IRI) Library founded?
- A** The library of the Islamic Research Institute Islamabad, now known as Dr. Muhammad Hamidullah Library, was established in 1960, with the ambition to

develop a comprehensive collection on Islam and the Muslims in the major languages of the world. Its total stock now exceeds 190,000 volumes/items. Additionally, 750 scholarly journals in various languages are regularly received in the library from 56 countries of the world; most of them in exchange for the Institute's quarterly journals Islamic Studies, al-Dirasat al-Islamiyyah and Fikr-o-Nazar.

Q Who founded Central Library Bahawalpur?

A Central Library Bahawalpur is considered to be the second biggest public library of the Punjab province of Pakistan. It was founded by the late Aamir of ex-Bahawalpur state Nawab Sir Sadiq Muhammad Khan Abbasi, the 5th in March 1924.

Q Where is Liaquat Memorial Library situated?

A It is situated in Karachi and was established in 1950 in the commemoration of Nawabzada Liaquat Ali Khan late, the first Prime Minister of Pakistan, who was assassinated in Rawalpindi on 16th October 1951. Liaquat Memorial Library has served the Pakistani nation in capacity of National Library and legal depository until 1986 when National Library of Pakistan, Islamabad took over its responsibilities.

Q Dr Mahmud Husain Library exists in which city of Pakistan?

A Dr Mahmud Husain Library (Karachi University Library) is in Karachi. It came into being with the establishment of Karachi University in 1952. The library at present possesses approximately 350,000 volumes, some of them dating back to the 17th century. In addition, the library also has digital resources and UN collection. This library has the privilege to be the depository of the personal book collection of Quaid-e-Azam, Muhammad Ali Jinnah.

Q In which city of Pakistan does Frere Hall Library exist?

A It is situated in Karachi, and was founded with the establishment of Frere Hall in 1865. This is one of the largest and oldest libraries in the city.

Q Who founded Khairpur Public Library?

A It was founded by Mir Faiz Khan Talpur, the ruler of Khairpur state in 1903. The library has been renamed as Sachal Sarmast Sind Government Library.

Q Where is Sandaman Public Library situated?

A Sandaman Public Library is situated in Quetta, Pakistan. It was established in 1886.

Q When was Provincial Library Balochistan founded?

A It was founded in 1970 as Quetta Divisional library and renamed as Balochistan Public Library in 1972. It was declared as Provincial Library Baluchistan in 1983 on the recommendation of Technical Working Group formed for the inspection of public libraries of the country.

Q When was Balochistan University Library founded?

A Balochistan University Library Quetta was established in 1971 when the university itself came into being. As far as the collection of the library is concerned, it has near about 140,000 volumes including 4000 microfilms. It is a depository library of World Bank, UNESCO and UNICEF.

Q In which city of Pakistan, Sardar Bahadur Khan Women University is established?

A It was established in Quetta, Baluchistan, on March 18, 2004. It has the privilege to be Balochistan's first and Pakistan's third women's University.

Q Who founded Islamia College, Peshawar and its library?

A Islamia College Peshawar was founded by Sir Sahibzada Abdul Qayyum Khan in 1913. It is now known as Islamia College University Peshawar.

- Q** In what year Peshawar University Library was established?
- A** Central Library of Peshawar University was established in 1951. The library has now a good collection of Oriental literature including manuscripts and rare books of high value. Also the library functions as United Nations depository library. Modern technology in the form of computer, Internet and e-mail has been adopted in this institution.
- Q** What do you know about Punjab University library Lahore?
- A** Punjab University library Lahore is said to be the oldest university library of Pakistan and was established in 1908. It has a huge collection of books, journals, magazines, periodicals, scriptures, historical papers, and A/V materials which is 4,42,300 approximately including some very precious personal / special collections.
- Q** What was the purpose to establish Punjab Library Foundation?
- A** The Punjab Library Foundation was founded in 1985. The main purpose to establish this foundation is to promote libraries and librarianship in the province. The Foundation provides financial assistance to libraries in the province and trains library professionals from time to time.
- Q** When was Quaid-e-Azam University Library established?
- A** The Central Library of Quaid-i-Azam University Islamabad, Known as Dr Riazuddin Siddiqi Memorial Library came into being with the establishment of the university in 1965. Although each department has its own specialized library to fulfill the needs of academic staff and students yet the Central Library of the University functions as the main library at the campus.

Q What do you know about the Aga Khan University Libraries?

A The Aga Khan University Libraries provide strong support to students, faculty and researchers for their study, teaching and research through its network of libraries around the globe. The collections include books, current journals, and back files of journals, educational reports, audio/visual aids, and digital media. The AKU Library in Karachi contains 20,000 books in print, and provides online access to 50,000 eBooks. The library also houses 40,000 bound volumes of scholarly journals and has online access to 12,000 journals available from 25 different online resources. Some of the most popular databases are Science Direct, Ovid - Lippincott Williams & Wilkins Journals, Access medicine, Wiley Inter Science, Cochrane Library, Up-To-Date, MDConsult, Nursing Consult, Ebrary, Springer link and Pub Med. The library is part of WHO EMRO libraries network and is actively involved in sharing material with partner libraries. (<http://www.aku.edu/akuLibrary/>)

Q When was Bahauddin Zakaraiya University Library established ?

A Bahauddin Zakaraiya University is situated in the city of Multan. The Central Library of the University came into being in 1975, with the establishment of the university. The library collection supports not only every course in the curriculum, but also include selected stock of general material of books, periodicals, publications, news papers, etc. Most of the Departments have their own departmental libraries situated in their own buildings.

Q When was Central Library, of International Islamic University established?

A The International Islamic University, Islamabad was established in 1980. The library of the university came into being with the establishment of the university. Central Library of International Islamic University Islamabad is located in Sector H-10, Islamabad. The library shifted to the new building from Faisal Mosque in July 2006, which consists of two floors. Reference, reserve, thesis, Lincoln Corner, circulation desk and office of the chief librarian are located on the ground floor, whereas general collection, newspapers and periodicals' section are situated on the first floor of the Library.

Q What do You know about AIOU Library?

A Allama Iqbal Open University (AIOU) is a mega institution of open and distance learning. It enrolls more than a million students from across Pakistan. The University has a country-wide network of thirty-six regional campuses. The AIOU Central Library was established in 1974 at main campus in Islamabad to cater the informational, educational and research needs of the community of students and teachers associated with the University. The Central Library has a network of Regional Libraries at Regional Campuses. The Library collection exceeds 113,000 volumes. The collection includes works in local and regional languages. The library subscribes to eight (8) research journals and a few magazines. The library has a handsome collection of audio/video material. The CD collection of the library has been stored on a SAN (server area network). The resource is accessible through the University network.

TYPES OF LIBRARIES

Q What are the different types of libraries?

A Main types of libraries are:

- National libraries
- Academic libraries
- Public libraries
- Special libraries

Q What is a National Library?

A It is difficult to define a national library precisely. However, it is a library specifically established by the government of a country to serve as the permanent repository of information for that country. Unlike public libraries, these libraries rarely allow citizens to borrow books because their collection often includes numerous rare, valuable, or significant works. National library is usually a copyright library and often provides reference services.

Q Where did the idea of National Libraries originate from?

A There is disagreement on dates of foundation of national libraries that when and where the first national library was established. However, the earliest national libraries date back to the 15th and 16th centuries in shape of the Biblioteca Marciana in Venice (1468), the Bibliotheque Nationale of France (1537), the Osterreichische Bibliothek in Venia, the Bayerische Staatsbibliothek in Munich (1558), and the Bibliotheque Royale in Brussels (1559). When we look at the history of national libraries, it reveals that majority of the national libraries traced their origins to royal collections or large private collections.

Q What are the main functions of a National Library?

A National libraries have special responsibilities, often defined in law, within a nation's library and information system. These responsibilities vary from country to country but are likely to include :-

- To collect via legal deposit of the national imprint (both print and electronic) and its cataloguing and preservation.
- To provide central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centers.
- Preservation and promotion of the national cultural heritage.
- Acquisition of at least a representative collection of foreign publications.
- Promotion of national cultural policy
- To play a leadership role in national literacy campaigns.
- To enforce copyright law in the country.
- To produce national bibliography.

Q Where is the National Library of Pakistan located?

A The National Library of Pakistan is located at Constitution Avenue, Islamabad, Pakistan. Construction of the library building started in 1982 and completed in 1988. The building was designed by Mr. Anwar Saeed, Director General (Designs) of the Capital Development Authority, Islamabad. It covers an area of 1, 68,844 sq. Ft. and cost Rs. 130.322 million. The library was formally inaugurated on 24 August 1993 by the then Prime Minister of Pakistan Mr. Moeen-ud-Din Ahmad Qureshi. The main function of this library, like other National Libraries of the world is to receive and preserve all the published literary heritage of Pakistan for the present as well as coming generations. The Library is responsible for National bibliographic control in the country and exchanges Government documents with USA, Pakistan National Bibliography with other national libraries of the world, serves as depository for Asian Development Bank

publications and provides information and photocopy service. The National library is a member of the International Federation of Library Associations and Institutions.(IFLA).

Q Which Library had the privilege to serve as the National Library of Pakistan during 1954 to 1986?

A Liaquat Memorial Library served the Pakistani nation in capacity of National Library and legal depository until 1986 when National Library of Pakistan, Islamabad took over its responsibilities.

Q What do you know about the current statistics regarding library collection of National library of Pakistan?

A Currently the library collection is touching the figure of 300,000 volumes acquired through purchases, gifts and exchanges. In addition under copy right law thousands of issues of 1148 periodicals also receive in the library annually. The Library also receives 321 Newspapers from all over-the-counter on daily basis.

Q Is there any Rare Collection in the National Library of Pakistan?

A The National Library of Pakistan possesses more than 10,000 rare books in Urdu, English and Persian languages written on different topics. The Library maintains more than five hundred rare collections of handwritten manuscripts including history of Kashmir in Persian language, Sawati-ul-Ilhaam (DotlessTafseer of the Holy Quran of Abul Faiz Faizi (1547-1595), Aaeen-e-Akbari, the first copy of Kulyat-e-Meer published in 1811 and microfilms/microfiches containing all British India Census Reports for 1911, 1921, 1931 and 1941.

Q Does National Library of Pakistan have its own Publications?

A The National Library of Pakistan plays an important role in the field of National Bibliographic Control in the country by publishing Pakistan National Bibliography

annually.

Q What is ISBN and how many ISBN numbers have been allotted to Pakistani Publishers by the National Library of Pakistan?

A ISBN is the worldwide identification code for books and other published materials. They allow libraries and booksellers to easily locate and order a publication. International Standard Book Numbers (ISBNs) are available in the National Library of Pakistan free of cost and provided to Pakistani publishers of books. National Library of Pakistan plays the role of being a representative of International Book Numbering Agency in the country. Until now, the National Library of Pakistan has registered more than eighteen hundred publishers and allotted thirty seven thousand ISBNs.

Q Where is National Library of India situated?

A The Imperial Library was founded at Kolkata (formerly known as 'Calcutta') in 1891 by combining a number of Secretariat libraries. After independence, the Government of India changed the name of the Imperial Library as the National Library, and on February 1, 1953 the National Library of India was formally opened to the public.

Q Name the National Library of Japan?

A National Diet Library (NDL). It was established in 1948. NDL collects books and other library materials to assist the members of the National Diet in the performance of their duties.

Q Bibliotheque Nationale (BnF) is the National Library of what country?

A The Bibliothèque Nationale de France (BnF) is the National Library of France, located in Paris. It is intended to be the repository of all that is published in

France. The Library was originated from the royal library by Charles V in 1368, opened to the public in 1692, and became the first free public library in the world in 1793. The Library holds over ten million books, three hundred fifty thousands manuscripts as well as a large number of maps, coins, and other materials. All works published in France are deposited to the Library by law established in 1537.

Q Name the National Library of Great Britain?

A The British Library is the National Library of Britain. It was established in 1969 on the recommendations of the National Libraries Committee. The British Library Act was passed in 1972 by Parliament bringing the Library into operation with effect from 1st July 1973.

Q Die Deutsche Bibliothek is the National Library of what country?

A The German National Library (Deutsche Nationalbibliothek) was created in 1990 by merger of the Deutsche Bibliothek (founded 1947) in Frankfurt am Main and the Deutsche Bücherei (1912) in Leipzig, which until the reunification of Germany had functioned as the national libraries of West and East Germany, respectively. The library is the depository for all books published in Germany and collects German books published abroad, translations of German books, and literature dealing with Germany and Germans.

Q Name the National Library of Italy?

A Biblioteca Nazionale Centrale di Firenze, founded in 1714. It is a public national library in Florence, the largest in Italy and one of most important in Europe, one of the two central libraries of Italy, along with the Biblioteca Nazionale Centrale of Rome.

Q Name the National Library of the United States of America?

A Library of Congress. Established on 24 April 1800 with a total collection of 224 books and 9 maps. Today

Library of Congress is the biggest and largest National Library in the world.

Q How many books and like materials are added to the Library of Congress daily?

A Library of Congress receives approximately ten thousand (10,000) pieces of reading material daily.

Q What words are displayed regarding Islam in the Library of Congress?

A Islam made the world aware about science and gave freedom of thought.

Q What is the largest book in the Library of Congress?

A It is said that the largest book in the Library of Congress is a 5-by-7 foot book featuring color images of Bhutan.

Q What is a copyright law?

A 'The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work'. (American Heritage Dictionary)

Exclusive rights to reproduce, publish, or sell an original work of authorship. It protects from unauthorized copying any published or unpublished work that is fixed in a tangible medium (including a book or manuscript, musical score or recording, script or dramatic production, painting or sculpture, or blueprint or building). It does not protect matters such as an idea, process, or system. (Britannica Concise Encyclopedia). Copyright law states that a copyright stands for between 50 and 100 years from the creator's death if the creator is an individual, and a shorter time if the creator is a corporation. Copyrights can apply to many different products, including literary works, film, audio, drawings and software. While copyright

law is not all-encompassing, other laws (such as patent and trademark laws) may impose additional sanctions.

Q When was Copyright law passed in Pakistan?

A In Pakistan, Copyright law was passed in 1962 known as Copyright Ordinance, 1962. It came into force in 1968 and updated with amendments in 1992. However, electronic publications are not yet covered by the copyright laws. The annual Pakistan National Bibliography is based on copyright receipts, mainly books.

Q What does the acronym WIPO stand for?

A World Intellectual Property Organization (WIPO), specialized agency of the United Nations, with headquarters at Geneva. WIPO became an agency in 1974, but its roots go back to 1883 when the need for international protection of intellectual property prompted the Paris Convention for the Protection of Industrial Property and to 1886 with the Bern Convention for the Protection of Literary and Artistic Works.

Q What do you know about Bern Convention?

International agreement adopted in Bern, Switzerland. in 1886 to protect copyrights on an international basis. It was modified several times throughout the 20th century. Its signatories constitute the Bern Copyright Union. Each member country grants the authors of other member countries the same rights that its laws grant its own nationals (Columbia Encyclopedia).

Q When was copyright law enforced in England?

A In 1707 the parliaments of England and Scotland were united as a result of the Anglo-Scottish Union. The new parliament was able to change the laws in both countries and an important early piece of legislation was the Copyright Act of 1709, also known as the Statute of Anne.

Q When was copyright law passed in the United States of America?

- A On May 31, 1790 President George Washington signed the first US copyright law. It gave protection for 14 years to books written by US citizens. In 1891 the law was extended to cover books by foreign authors as well.
- Q Name the first copyright law of the world?
- A The first country to institute a legal deposit law is considered to be France. In 1537 King Francois I published the "Montpellier Ordinance" which obligated depositing copies of documents written in France, in order to create a national collection. Since then, this law is considered in many countries an efficient tool for preserving and documenting the tradition, roots and written culture of a nation.
- Q Name the second copyright law of the world?
- A 'Statute of Anne' England. It was enacted in 1709 and entered into force on 10 April 1710. It is generally considered to be the second fully-fledged copyright statute. It is named after Anne, Queen of Great Britain, during whose reign it was enacted.
- Q When was copyright law passed in India?
- A Indian copyright act was passed on 4th June, 1957.
- Q Why copyright laws are made?
- A The object of copyright law is to encourage authors, composers, artists and designers to create original works by rewarding them with the exclusive right for a limited period to exploit the work for monetary gain. It protects the writer or creator of the original work from the unauthorized reproduction or exploitation of his materials.
- Q Define academic library?
- A Libraries established in colleges, polytechnics, universities and other educational institutions are called academic libraries.
- Q Why academic libraries are established and who are their main patrons?

- A Academic libraries are established to fulfill the academic needs of students, teachers and researchers of the parent institution. Academic library is one created to serve a college or university or other academic institution, and its main group of users are the students, faculty and staff at that institution. An academic library may be closed to outsiders, and usually will devote itself to acquiring material that relates to what is taught at the institution and to subjects in which faculty might do research.
- Q What sort of materials is acquired in an academic libraries?
- A Collection development in academic libraries is extremely difficult because of narrow budgets and a rapidly expanding universe of information. Since academic libraries are research libraries, therefore, such materials should be acquired that should be able to meet the needs of teachers, students and research scholars. Academic libraries should provide indexing and abstracting services. The collection should include textbooks, bibliographies, subject encyclopedias, literature surveys, progress reviews, selection of newly published works and periodicals, and access to online databases.
- Q Define university library?
- A 'A library or library system established, administered and funded by a university to meet the information, research and curriculum needs of its students, faculty and staff.' (Dictionary for Library and Information Science)
- Q Define school library?
- A 'A library in a public or private elementary or secondary school that serves the information needs of its students and the curriculum needs of its teachers and staff usually managed by a school librarian or media specialist'. (Dictionary for Library and Information Science). School library is said to be a social institution, through which the most important, ideas and information are provided and this is the purpose of education indeed.
- Q What should be the aims of a school library?

A To play its part in making educational programmes effective, to fulfill all educational demands of students and to enhance student's keenness on studies.

Q As a school librarian, what type of library material would you suggest for school library?

A Books of fairy tales, reports of matches, new achievements, different biographies and new inventions, cartoon CDs, etc.

Q What is a College Library?

A Libraries established, maintained, and administered by institutions of higher education to meet the needs of their students and faculty.

Q Define public library?

A Public library is a social institution which is based on the concept of democracy, i.e. for the people, by the people and of the people. Librarians' Glossary defines public library as:

- 'A library provided wholly or partly from public funds, and the use of which is not restricted to any class of persons in the community but is freely available to all.'
- Encyclopedia of Library and Information Science defines that 'Public library is a public institution, supported by taxation, one that it opens its collections, facilities and services, without distinction to all students.'

Q Define public library in your own words?

A Public library is an institution, which is run with the monetary co-operation of government, private institutions or any group of the society or any welfare organization and is open for people without any compensation and discrimination on the ground of colour, caste and religious belief.

Q What kind of material is mostly gathered in a public

library?

- A Since public library serves the local community and is open to public without any discrimination, therefore, expectation from a public library is that a user of every age should be able to find a document of his/her interest. Also the public library should acquire material which is in accordance with academic ability of people of the community. The collection should include books on all subjects, pamphlets, periodical publications and visual and audiovisual materials etc.
- Q What is the main purpose of a public library?
- A To provide children, youngsters, men and women with equal educational, teaching, recreational and informational opportunities and occasions.
- Q Name the largest public library of Pakistan?
- A Punjab Public Library Lahore established in 1884 still holds the position of being as the largest public library of the country.
- Q Name the biggest public library in the world?
- A The New York Public Library (NYPL). It was formed by the consolidation of the Tilden Trust and the Astor and Lenox libraries on May 23, 1895. It is the third largest public library in North America and is one of the United States' most significant research libraries. It is simultaneously one of the largest public library systems in the United States and one of the largest research library systems in the world. It is a privately managed, nonprofit corporation with a public mission, operating with both private and public financing.
- Q When and where was the first All-India Public Libraries Conference held and what were its important recommendations?
- A This conference was held at Madras, India on 14-15 November, 1919. It recommended the establishment of library schools in all the universities of India.
- Q Define special library?

library?

A Since public library serves the local community and is open to public without any discrimination, therefore, expectation from a public library is that a user of every age should be able to find a document of his/her interest. Also the public library should acquire material which is in accordance with academic ability of people of the community. The collection should include books on all subjects, pamphlets, periodical publications and visual and audiovisual materials etc.

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Q Define special library?

A 'A library established and funded by a commercial firm, private association, government agency, nonprofit organization, or special interest group to meet the information needs of its employees, members, or staff in accordance with the interests of its host organization's mission and goals. (Dictionary for Library and Information Science). Special libraries include law libraries, news libraries, government libraries, corporate libraries, museum libraries, and medical libraries. They are not usually open to the public for use.

Q What sort of collection is kept in special libraries?

A Special libraries are established to support the mission of their sponsoring organization and their collections and services are more targeted and specific to the needs of their clientele.

Q What kind of functions does a special library perform?

To analyze developmental research, new publications, individual and collective activities, to organize demanded written and oral information, to gather publications and information inside and outside the library and to provide this information to anyone who needs it.

Q Define mobile library?

A A vehicle devised, equipped and operated to provide a service comparable to a part-time branch library (Librarian's Glossary)

Q What is the purpose of mobile library?

A Bookmobile or mobile library libraries are often developed to provide library services to villages and city suburbs without library buildings. They also provide services to those who have difficulty accessing libraries.

**LIBRARY
CLASSIFICATION/KNOWLEDGE
MANAGEMENT**

Q Define classification?

- A**
- "The arrangement of things in logical order according to their degrees of likeness, especially the assignment of books to their proper places in a scheme of book classification ("Librarian's Glossary").
 - "Library classification is the arrangement of books on shelves or descriptions of them, in the manner, which is most useful to those who read" (Sayers).

Q Explain library classification in simple words?

- A** Collections in the libraries are arranged by subject according to some accepted system and such system is called classification. Library classification is the process where we deal with the systematic arrangements of library materials, such as books, periodicals, hand written and engraved materials, phonograph records, microfilm, etc. Library classification groups library collection together according to their similarities to enable easy access to a user's needed material without loss of time.

Q Where does the word classification come from?

- A** The word of classification comes from Latin word "classis"

Q What is the purpose/need of library classification?

- A** To identify a book or a bit of information from a huge store of knowledge, a professional needs to find out and make available the right book (information) of the right reader (seeker) at the right moment is done with the help of library classification. The main purpose of library classification is to organize library materials and information in the library so that the users can use the sources effectively. Library classification makes each document readily available to the users.

Some key points are

- Library classification provides an exact location for an item on the shelves immediately.
- It brings related items together in a helpful sequence from general to specific.
- Correct placement of documents on shelf after retrieval.
- It helps in withdrawal of any document from the stock of the library.
- Leads the patron to the items required directly or indirectly on the shelves either for browsing or via catalogue.

Q Explain ordinary classification?

A In ordinary classification, we deal with arrangement of ideas and objects in a systematic order.

Q Define literary warrant in classification?

A

- "The quantity of expressed and embodied knowledge in any given field, waiting to be organized" (Librarian's Glossary).
- 'Justification for the development of a class or the explicit inclusion of a topic in the schedules, tables or Relative Index, based on the existence of a body of literature on the topic' (OCLC).
- In simple words, use of existing literature as a guide to the construction of classification schemes is called literary Warrant.

Q Who proposed the concept of literary warrant in classification?

A E. Wyndham Hulme (1859-1954) proposed the concept of literary warrant as the basis of book classification and the definition of subject classes, wherein classes and names of classes would be derived from existing literature rather

than a preconceived philosophical order of sciences. This form of classification differs from a purely philosophical approach in that it is based on the books as entities. Library of Congress Classification system is based on literary warrant.

Q What is meant by hierarchy in classification?

A Hierarchy is an arrangement of items (objects, names, values, categories, etc.) in which the items are represented as being "above," "below," or "at the same level as" one another. A hierarchy can link entities either directly or indirectly, and either vertically/horizontally. When we use the term hierarchy in library classification, it means the arrangement of a classification system from general to specific is called hierarchy. For example, Economics (main subject) --- Labour Economics --- Labour force and market --- Conditions of employees --- Workers of specific groups --- Women Workers, etc.

Q What are the Five Predicables in Classification?

A The five predicables are words which show what qualities may be predicted or affirmed of terms in classification. They are :-

- Genus: a group, which is capable of division into two or more groups called species.
- Species: are groups into which the genus may be divided.
- Difference: this is the feature by which we divide the genus into species. It is some quality added to the genus that differentiates the part from the whole.
- Property: it is some common quality possessed by any group, but which is not essential to the definition or recognition of that group.
- Accident: is a property, the possession of which is quite accidental and which does not affect other qualities.

Q What are the main types of classification systems?

A There are three main types of classification systems. They are :-

- Enumerative
- Hierarchical
- Faceted

Q Explain enumerative classification?

A Enumerative classification produces an alphabetical list of subject headings, assigns ready made class numbers to each heading in alphabetical order. Enumerative classification is based on the concepts of universe of knowledge, which is divided in successively narrow and more specific subjects. This classification system attempts to assign headings for every subject and alphabetically enumerates them.

Q Explain hierarchical classification?

A This classification system uses a more philosophical approach based on the inherent organization of the subject being classified and established, logical rules for dividing topics into classes, divisions and subdivisions. In short, this type of classification divides subjects hierarchically, from most general to most specific.

Q Explain faceted/analytico-synthetic classification?

A It is a classification system where it breaks down each subject into its concepts and then combines the relevant units and concepts to describe the subject matter of the information package in hand. Notation of this classification scheme has the ability to cover the

entire complex topics and significant aspects of the item. This classification system does not provide ready made class numbers to the headings as does enumerative classification system.

Q What is call number?

A A set of letters, numerals or other symbols used by a library to identify a specific copy of work. The call number represents the shelf location of the item in the library's collections. It is referred to as the call number because it can be used to request or call for a particular item. Example: Dictionary of Library Science: Call Number 020.3 DIC.

Q Explain broad classification?

A Broad classification means that the work has been placed in broad class abridging the notation logically. Broad classification groups work under the main divisions and subdivisions of the scheme.

Q Explain close classification?

A Close classification means that the content of a work is specified by notation to the fullest extent possible. When classifier classifies a work as specifically as possible, using all available subdivisions in the scheme, is called close/narrow classification.

Q Define notation?

A A system of numbers, letters or other symbols use to represent the main and subordinate divisions of a classification scheme. Notation is a coding device to facilitate arrangement of items in a classification system. Wynar says 'A notation translates the meaning of a specific class, division, or sub-division into a shorthand symbol or code to be used as a shelf or file address and a convenient reference to the arrangement and identification of the parts of the system. It must be simple, brief and flexible. It may be composed of letters, numerals, arbitrary signs, or a mixture of these.'

Q What are the various types of notation?

A Basically, there are two types of notation. They are

- Pure notation
- Mixed notation.

Q Explain pure notation?

A Pure notation uses one kind of symbol such as the Arabic numerals or Roman alphabets. For example DDC uses pure notation, e.g. Arabic numerals. Pure notation of numbers is the simplest but gives much longer symbols for individual subjects than does a notation of letters.

Q What is a mixed notation?

A When a notation uses two or more kinds of symbols, it is called mixed notation. Mixed notation uses numerals and letters in combination as symbols, e.g. Library of Congress Classification system.

Q Describe the functions of notation?

A Notation plays an important role in organizing the library materials. Therefore, the main function of any notation is the preservation of the desired order. Notation performs the following functions :-

- To mechanize the order of headings in a scheme of classification.
- To serve as shorthand sign for easy arrangement of documents on shelves and also for entries in respect of them in catalogues and indexes.
- To provide easily memorized links between the catalogue and storage position of documents in the arrangement of library materials.

Q What are the qualities of a good notation?

A Without notation, the practical application of any classification scheme is impossible. Each notation has

its own merits and demerits. A good notation, however, must have the following qualities:-

- It must be simple (a notation should be easy to read, write and remember)
- It must be brief (a brief notation is better than a longer one as it is acceptable to users)
- It must be flexible/hospitable ((a hospitable notation is one that allows the inclusion of any new subject in its correct place without dislocating of the existing numbers)

Q What is meant by cutter numbers?

A A combination of letters and numbers used to distinguish items with the same classification number in order to maintain the alphabetical order (by author, title, etc.) of items on the shelves.

Q Explain discontinued number?

A A classification number from the previous edition of the classification scheme and which is no longer in use.

Q What is subject classification?

A Subject classification is a method of describing library resources by their subjects.

Q Who invented book classification system?

A Melvil Dewey devised this classification system where books of similar subjects are grouped together and classified by numbers.

Q What is a main class in classification system?

A The principal division of a scheme of classification is called main class. It usually means the fundamental disciplines and their major sub-disciplines such as Physics, Chemistry, and Literature, etc. Main class groups documents for users not as pure divisions of knowledge.

Q Differentiate between natural classification and artificial

classification?

- A A natural classification is one that shows the inherent properties of the things classified whereas an artificial classification is one in which the arrangement depends upon some arbitrarily chosen characteristic or accident of the things classified and has no direct relation to their inherent properties. For example when we classify books in libraries according to their subject matter, it is called natural classification because it shows that how one book is necessary part of the other. But classifying books by their size, appearance, binding, or the materials of which they are made will be artificial classification as this method ignores the subject matter here.

Q What is the difference between knowledge classification and book/bibliographical classification?

- A Bibliographical classification is an adaptation of a knowledge classification. According to Margaret Mann, classification "is the arranging of things according to likeness and unlikeness. It is the sorting and grouping of things, but, in addition, classification of books is a knowledge classification with adjustments made necessary by the physical form of books"

Library classification divides the recorded knowledge by discipline, then by subject and then by form which knowledge classification doesn't possess. The main difference between knowledge classification and bibliographic classification is that bibliographic classifications such as, LC, DDC and UDC, etc. are indexing systems designed to deal with knowledge recorded in documents. They are usually able to express just not knowledge but the form in which that knowledge is recorded and the language in which it is presented. Knowledge classification lacks generalia class, notation, index, standard subdivisions and form class which are prerequisite for book classification.

Q What is meant by hospitality in notation/ classification?

A The ability of any classification scheme to accept and accommodate all complex and new coming topics and subjects.

Q What does BSO stand for?

A Broad System of Ordering, a classification developed for a proposed worldwide information network covering the whole field of knowledge.

Q Explain expansive classification?

A A system of classifying books and other materials that gives successive development possibilities from very broad to very close subdivision.

Q Name some standard systems of library classification in use?

A Some famous Library Classification Systems are :-

- Dewey Decimal Classification (DDC)
- Library of Congress Classification (LC)
- Bliss Bibliographic Classification (BBC)
- Colon Classification (CC)
- Cutter Expansive Classification (CEC)
- Universal Decimal Classification (UDC)

Q What does DDC stand for?

A DDC stands for Dewey Decimal Classification.

Q When was DDC developed and who devised it?

A Melvil Dewey developed this system. He started working on the scheme in 1873 and published it in 1876 in shape of booklet bearing merely 44 pages.

Q Under what title the DDC first time published?

A 'A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library'

Q Why and how Melvil Dewey thought to develop his own classification system?

- A Before Dewey, there was no proper classification system except fixed location system. Books were arranged and numbered according to their size, colors ignoring their mutual subject relationship. Dewey studied different classification system of the time but was unsatisfied. Therefore, he thought to develop his own classification system keeping in view the requirements of his country, its literature, religion, etc.
- Q DDC is based on what classification system?
- A Melvil Dewey was influenced by Beconian and Harris classification and got help from these classification schemes. DDC brought a revolution in book classification and other classification schemes greatly influenced by DDC.
- Q How DDC divides the recorded knowledge?
- A DDC regards the whole knowledge as unity that is to be divided into nine main classes 1-9 and works too general for inclusion any of these, forms the tenth class called generalia class. The ten main classes are each further subdivided into ten divisions, and each division into ten sections, giving ten main classes, 100 divisions and 1000 sections.(Details at annexure A)
- Q What kind of notation does DDC use?
- A Notation is the address of the document on shelf as the address of a house on the street. DDC uses pure notation consisting of Arabic Numerals. For example, 0,1,2,3, etc.
- Q What is the use of Standard Subdivisions in DDC?
- A We know that books are written on different subjects in different form. Standard subdivisions represent the internal or external form of the document. Standards subdivisions represent the physical format of any document such as encyclopedias, dictionaries, periodicals, etc. Some standards represent modes of treatment of subject such as history, philosophy and

theory, etc. They are never used alone but can be added to the base numbers from schedule. Standard subdivisions cannot be used if there is so like class already exist in schedule. In DDC Table 1 is reserved for standard subdivisions.

Q When was Melvil Dewey born?

A He was born on 10th December 1851 and died on 26th December 1931

Q Explain Relative Index in DDC?

A The relative index so called because it relates subjects to discipline. Relative index contains an entry for every significant term given in the schedules and tables and are arranged word by word. A subject may have different aspects. This has been indicated in DDC's relative index in orderly manner. All such different concepts are scattered throughout the schedules under different main classes but these have been brought together in the relative index systematically under a specific term.

Q What are the merits of DDC?

A One of the DDC's main features is its simplicity. DDC uses pure notation, a mnemonics system and a hierarchical decimal place system. It is generally easier to use for most users. DDC is more flexible because of greater use of facets (via auxiliary tables.)

Q What are the demerits of DDC?

A DDC's decimal system means that it is less hospitable to the addition of new subjects, as opposed to Library of Congress Classification. DDC lacks mostly in subjects relating to Afro-Asian countries and accommodates more subject pertaining to Anglo-American countries. Secondly, DDC notations can be

very much longer compared to the equivalent class in other classification systems. Another disadvantage of DDC is that it has less ability to incorporate changes and additions of new branches of knowledge.

Q What is the basic plan of DDC?

A It is a hierarchical classification scheme, which proceeds from general to specific.

Q In DDC, what type of library materials does general works class accommodate?

A A general works class accommodates items so broad in scope that no one class can be chosen. For example encyclopedias, dictionaries because these items are broad in scope and not related to any particular subject.

Q DDC is a popular book classification system, what are the reasons?

A Among the universally accepted book classification schemes, the Dewey Decimal Classification system is the most practical and simpler one. This scheme is presently used in more than 80 percent libraries throughout the globe and has been translated into 33 languages of the world approximately. The reasons for its world wide popularity are its universality and hospitality for new subjects, a simple and expandable notation, good mnemonic features, a permanent machinery for its revision and updating, availability in full and abridged editions and relative index.

Q How many editions of DDC have been published so far?

A The DDC is published in full and abridged in print, electronic versions and web environment. The latest 4 volume print edition of DDC is Edition 23rd, was published in July, 2010.

Q What is meant by web Dewey?

A The online version of DDC is called Web Dewey. The first web based DDC scheme was published on June 15, 2003. Web Dewey means the database of Dewey decimal classification on www (World Wide Web). Like print versions of DDC, Web Dewey is also found in both full and abridged versions.

Q When was E-DDC first time published?

A DDC was first time published in electronic form in 1993 and then the 21st edition of the DDC and Dewey for Windows were published first time in print and electronic formats simultaneously in 1996. E-DDC is user friendly having the facility searching by keywords, phrase and class number. It also provides LC Subject Headings associated with a class number along with a sample cataloguing record.

Q Who owns all copyrights of the DDC?

A DDC is published by Forest Press and Online Computer Library Center (OCLC) Ohio, own all copyrights of DDC. OCLC maintains the classification system of DDC and publishes new editions of the system. The editorial staff responsible for its updates.

Q What is meant by mnemonics?

A Mnemonics (aids to memory) means that certain subjects are represented by the same notation wherever they appear in the schedules and this practice aids to our memory.

Q What are memory aids in DDC?

A

- Areas Table
- Languages Table
- Standard Subdivisions etc.

Q When was DDC first time introduced in the Indian sub-continent?

A Asa Don Dickinson, an American Librarian and a student of Melvil Dewey from New York, who on invitation of the Punjab University, reached Lahore, in 1915 and started a certificate course in library science. He was the first person who introduced DDC first time in this part of the world.

Q What do you know about Shafi's Expansion in DDC?

A Due to limited space for Islam and oriental literature in DDC, Muhammad Shafi made some expansion in DDC for oriental and Islamic literature, which is known as Shafi's Expansion.

Q Name some prominent Pakistani librarians who made expansions in DDC?

A Few individuals have tried their best to expand the DDC to fulfill the local requirements. The are :-

- Muhammad Shafi
- Mahmud-ul-Hasan
- Usman Danish
- Ghani-ul-Akram Sabzwari
- Shaikh Ibrahim

The above personalities proposed expansions in DDC and relocated some numbers relating to Pakistan, Islam, Urdu, Arabic, and Persian literatures/ languages.

Q What does the acronym LCC stand for?

A Library of Congress Classification.

Q When was LCC developed and who devised it?

A It was devised in 1900. It is essentially enumerative. Unlike the Dewey Decimal Classification, this scheme was based on the existing collection of a few million books and incorporated the best features of existing systems with individual subject schemes or schedules devised by subject specialists. All members of the staff Library of Congress took part in its creation. However,

Dr. Herbert Putnam, the then Librarian of Library of Congress on the advice of Charles Ammi Cutter floated the idea to devise a new classification system for the library.

Q When was the LCC first time published?

A Each class in the scheme was separately published from 1902 onwards. Z and E – F classes were the first ones published in the year 1901.

Q LCC is influenced by which classification system?

A It was influenced by Cutter Expansive Classification and DDC, and was designed for the use by the Library of Congress. The new system replaced a fixed location system developed by Thomas Jefferson.

Q Into how many parts does the LCC divide the whole knowledge?

A The system divides the whole disciplines of knowledge into twenty-one basic classes, each identified by a single letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses, identified by two-letter, or occasionally three-letter, combinations.

Q What kind of notation does LCC use?

A The Library of Congress Classification uses mixed notation consisting of Roman letters and Indo-Arabic numerals. Main classes are represented by a single capital letter and double, triple letters stand for subclasses.

Q Explain the main features of LCC's notation?

- A**
- Notational system of LCC is not hierarchical. It means that the notation does not reflect the hierarchical relationship among the subjects.
 - Secondly, the notational system of LCC is more hospitable than other classification systems in use.
 - It is highly US-centric because of the nature of

the system as we know that the system was developed based mainly on the idea of literacy warrant. Classes were added (by individual experts in each area) only when needed for works owned by the Library of Congress.

- LCC lacks the kinds of mnemonics found in other classification systems.

Q What do you know about the indexes of Library of Congress Classification?

A There is no general index to this classification system. With few exceptions, each schedule has its own index and the general index is yet to be produced. However, a Combined Indexes to the Library of Congress Classification Schedules, compiled by Nancy B. Olson, was published independently in 1975.

Q LCC is revised after how many years?

A Unlike DDC, revision of LCC takes place continuously and numbers are added or changed when such needs arise. The Library's Cataloguing Policy and Support Office maintain and develops the system, posting weekly list of updates on its Web site.

Q Define bibliographic classification?

A Bibliographic classification may be defined as a set of organizing principles by which information is arranged, usually according to its subject matter. Bibliographical classification groups 'things' together by seeking out similarities or likenesses within them.

Q What does the acronym BBC stand for?

A Bliss Bibliographic Classification (BBC). It was developed by Henry Evelyn Bliss, an American national.

Q When was BBC first time published?

A Condensed version in 1935 and full edition during 1940-1953.

- Q** Into how many classes does BBC divide the recorded knowledge?
- A** Bibliographic Classification divides the whole knowledge into twenty main classes.
- Q** In what part of the world Bibliographic Classification was adopted widely?
- A** Although Henry Evelyn Bliss was an American national, however, his classification system did not receive much attention in the United States. The BBC became popular in Britain where a Bliss Classification Association was formed that maintains the updating responsibility of the system.
- Q** What kind of notation does BBC use?
- A** It uses simple notation using Arabic numerals for Generalia classes while main classes are represented by single capital letters.
- Q** What does the acronym CC stand for?
- A** Colon Classification (CC) is a system of library classification developed in 1930 by the famous Indian Librarian S. R. Ranganathan from Tamil Nadu, India. It was the first ever faceted classification.
- Q** When was the first edition of Colon Classification published?
- A** The first edition of Colon Classification was published in 1933.
- Q** How many main classes are there in CC?
- A** The Colon Classification system has almost 42 main classes, labeled with one or two letters of the alphabet. A few are labeled with number or Greek letters.
- Q** What is the notation of Colon Classification System?
- A** Notation of Colon Classification is mixed, complex and too lengthy. It uses Arabic numerals, Greek letters, capital and lowercase letters, brackets and punctuations etc.

Q Who authored the Five Laws of Library Science?

A The Five Laws of Library Science is a book written by S.R. Ranganathan, an Indian librarian and library educator. His five laws clearly define what a library is and what it should be doing. The Five Laws are

- Books are for use
- Every reader his/her book
- Every book its reader
- Save the time of the reader
- Library is a growing organism

Q When was S.R. Ranganathan born?

A S.R. Ranganathan, who devised Colon Classification, the first ever faceted classification, was born in 1872.

Q What does UDC stand for?

A Universal Decimal Classification, a system of library classification developed by the Belgian bibliographers Paul Otlet and Henri la Fontaine.

Q UDC based is on what classification scheme?

A UDC is based on Dewey Decimal Classification, DDC 5th edition.

Q When was UDC first time published?

A It was first time published (in French) between 1905-1907, by the Institut Internationale de Bibliographie.

Q Explain the characteristics of UDC?

A UDC is the most detailed and specific of the general enumerative classification systems with pronounced facilities for synthesis.

Q What is the notational system of UDC?

A UDC classification uses Hindi-Arabic numerals and is based on the decimal scheme. It has a pure base, linear right-handed and decimal fractional notation.

Q Into how many Classes does UDC divide the whole knowledge?

A Since the UDC is based on Dewey Decimal Classification system, therefore like DDC, the UDC divides the whole recorded knowledge into 10 main classes.

Q UDC has been translated into how many Languages?

A It is believed that UDC has been published in more than 23 languages of the world and is used in special libraries. The major languages into which it has been translated include German, Spanish, English and Japanese.

Q How is UDC updated?

A The maintenance of UDC has been a major problem since long. There is no organizational support for its updating and maintenance. One of the main criticisms on the UDC is that the scheme is out of date. New knowledge is continually developing and existing knowledge is being redefined which causes problems for large schemes such as the UDC. FID was responsible for the maintenance of this scheme was dissolved in 2002 and the Danish UDC organization was reorganized in 1992 and dissolved in 1999.

Q What does the acronym CEC stand for?

A Cutter's Expansive Classification, developed by Charles Ammi Cutter and first time published in 1891

Q What kind of notation does CEC use?

A Mixed notation having a combination of Roman letters and Arabic numerals and is similar to the Library of Congress Classification System.

Q Name the person who authored Dictionary Card Catalogue and Decimal Tables?

A Charles Ammi Cutter, is more famous for his Rules of Innovative Dictionary Card Catalogue and Decimal Tables.

Q Library of Congress Classification is influenced by what Classification system?

- A Cutter's Expansive Classification served as a basis for Library of Congress Classification system that is why LCC has adopted some basic features of Cutter's Expansive Classification.
- Q Cutter's Expansive Classification is used in what part of the world?
- A According to the latest survey, only a dozen small and special libraries in the United States and Canada use this system.
- Q Why is Cutter Expansive Classification not so popular?
- A It is because Cutter died before it was completed without making any provision for the kind of development necessary to meet the expansion in the boundaries of knowledge.
- Q Who is the author of Brown's Subject Classification?
- A James Duff Brown. This classification system was first published in 1906.
- Q How many main classes does Subject Classification system have?
- A Subject Classification system divides the recorded knowledge into eleven main classes.
- Q What kind of notation does it have?
- A It has a simple and mixed notational system using capital letters and Arabic numerals. Main classes are shown by single capital letters.
- Q Define knowledge?
- A 'Information that has been comprehended and evaluated in the light of experience and incorporated into the knower's intellectual understanding of the subject' (Dictionary for Library and Information Science)
- Q What is knowledge management?
- A Knowledge management (KM): an imprecise term

very similar to information management. The main difference is the sharing (mapping) of information and experience of many individuals towards the betterment of an organization, rather than information remaining with different individuals working separately towards the same goal.

Q What information management is?

A Information Management (IM): an imprecise term that deals with the generation, collection, organization, storage, retrieval, and dissemination of recorded knowledge towards the better working of an organization. Information can be from internal and external sources and in any format.

Q Into how many types knowledge is divided?

A Knowledge is classified into three types:-

- Explicit knowledge;
- Tacit knowledge
- Cultural knowledge

Q Explain explicit knowledge?

A It is formal and easy to communicate to others. It is the knowledge of rationality. That is policies, rules, specifications and formulae. It is also known as declarative knowledge.

Q What is tacit knowledge?

A It is complex form of knowledge. It has two dimensions namely technical and cognitive. This is personal knowledge, which is in human mind and difficult to formalize and also difficult to communicate.

Q Describe cultural knowledge?

A Knowledge which includes assumptions and beliefs. It is used to understand, describe and explain the reality as well as conventions. It is also useful to form the framework among organizational members, recognize the new information and evaluate alternative

interpretations and actions.

DDC SUMMARIES OF 22ND EDITION

(Annex-A)

First Summary

The Ten Main Classes

- 000 Computer science, information & general works
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

Second Summary

The Hundred Divisions

- 000 Computer science, knowledge & systems
- 010 Bibliographies
- 020 Library & information sciences
- 030 Encyclopedias & books of facts
- 040 [Unassigned]
- 050 Magazines, journals & serials
- 060 Associations, organizations & museums
- 070 News media, journalism & publishing
- 080 Quotations

- 090 Manuscripts & rare books
- 100 Philosophy
- 110 Metaphysics
- 120 Epistemology
- 130 Parapsychology & occultism
- 140 Philosophical schools of thought
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy
- 200 Religion
- 210 Philosophy & theory of religion
- 220 The Bible
- 230 Christianity & Christian theology
- 240 Christian practice & observance
- 250 Christian pastoral practice & religious orders
- 260 Christian organization, social work & worship
- 270 History of Christianity
- 280 Christian denominations
- 290 Other religions
- 300 Social sciences, sociology & anthropology
- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore
- 400 Language
- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Latin & Italic languages

- 480 Classical & modern Greek languages
- 490 Other languages
- 500 Science
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth sciences & geology
- 560 Fossils & prehistoric life
- 570 Life sciences; biology
- 580 Plants (Botany)
- 590 Animals (Zoology)
- 600 Technology
- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction
- 700 Arts
- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment
- 800 Literature, rhetoric & criticism
- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures

- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures
- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

CATALOGUING: THEORY & PRACTICE

Q Describe the historical development of library catalogue?

A History of library catalogue is very extensive and can be traced back to the libraries of antiquity. In the 7th century B.C., important libraries in Mesopotamia had author and title catalogues that were posted on walls for user convenience. Callimachus, scholar and chief librarian of the Alexandrian Library in the 3rd century B.C. compiled a huge catalogue of the works contained there, called the Pinakes. This work later became the foundation for the analytical analysis of Greek literature. Catalogues have changed dramatically over the centuries, having appeared in many forms, from clay tablets, papyrus scrolls, printed books and cards, microform, to the online versions that are prevalent today. In 1595 Nomenclator of Leiden University Library and in 1674, Thomas Hyde's catalogs for the Bodleian Library were appeared. The first card catalogs appeared in the nineteenth century, enabling much more flexibility, and towards the end of the twentieth century the OPAC was developed

Q What do you know about Pinakes?

A Pinakes was the first library catalog, a catalog of books and scrolls. The library catalog was a set of indexes used at the Library of Alexandria in Alexandria, Egypt, starting in the third century BCE. Only a few fragments of it have survived, which give an approximation of the organization of the whole.

Q Describe the historical development of Cataloguing Codes?

A Different cataloguing codes have been developed from time to time. Their detail is as under:-

- The first major English-language cataloguing code was that developed by Sir Anthony Panizzi for the British Museum catalogue. Panizzi's 91 rules were approved by the British Museum in

1839, and published in 1841

- C.C.Jewet "On the Construction of Catalogues of Libraries," published in 1852.
- C.A.Cutter "Rules for a Printed Dictionary Catalogue," published in 1876.
- Library Association London "Cataloguing Rules," 1883.
- Library of Congress "Supplementary Rules on Cataloguing," 1905.
- Library Association and A. L. A. "Cataloguing Rules," Author and Title, 1908.
- S. R.Ranganathan, "Classified Catalogue Code," 1934.
- British Museum "Rules for Compiling the Catalogues of Printed Books," in 1936.
- S.R. Ranganathan,. "Dictionary Catalogue Code," 1945.
- A.L. A. "Cataloguing Rules for Author, Title
- Entries," 1949.
- Library of Congress "Rules for Descriptive Cataloguing in the Library of Congress," 1949.
- A.L.A."Anglo-American Cataloguing Rules," 1967.
- A.L.A. "Anglo-American Cataloguing Rules (AACR2) 2nd ed. 1978.
- L.A. "Anglo-American Cataloguing Rules (AACR2) 2nd ed. Revised Edition, 1988.
- The 1998 Revision of AACR2R incorporated the 1993 amendments, and revisions published in book and CDROM format and approved.
- Amendments packages were published in 1999 and 2001. The 2001 amendments included a complete revision of chapter 9 (renamed: Electronic Resources).
- The 2002 Revision of AACR2 incorporated the 1999 and 2001 amendments, and changes approved in 2001, including complete revisions

of chapter 3 (Cartographic Materials) and chapter 12 (renamed: Continuing Resources)

- The revision of chapter 12 arose from a recommendation of the International Conference on the Principles and Future Development of AACR, and IFLA-led efforts to harmonize ISBD (CR), ISSN practice, and AACR2.
- In 2002 AACR was published only in loose-leaf format. (<http://www.rda-jsc.org/history.html>)
- RDA (Resource Description and Access, 2010) is the new cataloging code that has been designed to replace the Anglo-American Cataloguing Rules. It is being practiced nowadays in different libraries in America for implementation.

Q What is the purpose of cataloguing rules?

- A**
- To provide consistency between entries.
 - To provide consistency between libraries.
 - To reduce time involved in cataloguing.
 - To provide ease of use for library users using more than one library.
 - To ensure that the purposes of the catalogue are achieved (Cutter)

Q Why is the Paris Principles important in the history of Cataloguing Codes?

- A** IFLA held a meeting of cataloguing experts in Paris in 1961 that resulted in the famous "Paris Principles," as we know them today. These principles formed the foundation of nearly all of the major cataloguing codes now used worldwide. This was a big step towards global uniformity of cataloging practices, which still remains a worthy goal for IFLA.

Q Define cataloguing?

- A** "Strictly, the process of making entries for a catalogue, it may also cover all the processes involved in preparing books for the shelves, or simply the preparation of entries for the catalogue." (Librarian's Glossary)

Q What is a library catalogue?

A Library catalogue is a list arranged by alphabet, by number or by subject of a particular collection of library materials so as to facilitate the use of that collection list of library materials contained in a collection of a library or a group of libraries and arranged according to some definite plan. In the past, this would have been a large collection of drawers with cards called a card catalog. Each card contained the information needed to identify what the library owned and where it was located. Today, most libraries have moved to an online catalog, where the bibliographic records are entered into a computer database, which can be searched to find desired information.

Q What is the purpose of cataloguing in libraries?

A The purpose of cataloguing is to prepare record of the holdings of any particular library to find out any particular document of which author, title and subject are known and to show:-

- What the library has (collocating objective)
- by a given author
- on a given subject
- in a given kind of literature
- To assist in the choice of a book (evaluating objective)
- as to its edition (bibliographically)
- as to its character(literary or topical .

The above mentioned goals of cataloguing were mentioned by Charles Ammi Cutter in his Rules for a Printed Dictionary Catalog in 1876 and can still be recognized. However, the latest attempt to describe a library catalog's goals and functions was made in 1998 with Functional Requirements for Bibliographic Records (FRBR) which defines four user tasks: find,

identify, select, and obtain.

Q What is a master catalogue?

A A catalogue in which every main entry is master card forming the official complete and up-to-date record of catalogued stock and providing essential information for the cataloguers who maintain it.

Q Is it necessary to maintain card catalogue in Pakistani libraries even today?

A Library users were traditionally acquainted with card catalogue for generations, but it has been effectively replaced by the Online Public Access Catalogue (OPAC) in modern era. However, if we see this matter in Pakistani perspective, then we should maintain physical card catalogue in parallel to OPAC as we are currently facing acute shortage of electricity, illiteracy and poor computer literacy.

Q What is centralized cataloguing?

A Cataloguing, by one library or cataloguing office within a system of libraries, of all books acquired by all those libraries so that the results of such cataloguing are used by the individual libraries.

Q What does the acronym MARC mean?

A A term used for catalogue records that can be stored in and retrieved from a computer. MARC is the acronym for Machine-Readable Cataloging. It defines a data format that emerged from a Library of Congress-led initiative that began nearly fifty years ago. It provides the mechanism by which computers exchange, use, and interprets bibliographic information, and its data elements make up the foundation of most library catalogs used today. MARC became USMARC in the 1980s and MARC 21 in the late 1990s. (<http://www.loc.gov/marc/faq.html#definition>)

In general sense, MARC is an acronym for Machine Readable Cataloging. This is a computerized method

of recording the information needed in a cataloging record: the descriptive cataloging, subject headings and other access points, and classification numbers and other call number information. Creating these computer readable cataloging records means that computer programs can be designed to search for and display specified pieces of the information stored in a cataloging record.

Q How does MARC 21 differ from USMARC and CAN/MARC format?

A MARC 21 is not a new format. After having discussions and making minor changes to both formats that accommodated USMARC and CANADIAN MARC users' specific needs, the USMARC and CAN/MARC formats were "harmonized" into MARC 21 in 1997.

Q How much library Catalogue is important to locate library materials?

A Library catalogue is an important and essential tool in a library. It is like a key to the resources of the library. Use of library resources greatly depends on the quality of a library catalogue.

Q What does a cataloguer do?

A A librarian is primarily responsible for preparing bibliographic records to represent the items acquired by the library including bibliographic description, subject analysis and classification.

Q What is OPAC?

A An Online Public Access Catalogue (often abbreviated as OPAC or simply Library Catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material physically available at a library.

- Q** What does the acronym PAC stand for?
- A** The Public Access Catalog that displays the holdings for a library or group of libraries within a library. Also known as OPAC.
- Q** What does the acronym ISBD stand for?
- A** International Standard Bibliographic Description (ISBD). A set of standard for descriptive cataloguing that facilitates the exchange of bibliographic records throughout worldwide libraries and information community. It also gives guidance to publishers on what elements should be present in published works (e.g., author, title, and publisher.) ISBD was developed by the International Federation of Library Associations and Institutions (IFLA) in 1971 and has been incorporated into the Anglo-American Cataloguing Rules, 2nd edition (AACR2R). ISBD helps to identify a publication's title, imprint, pagination, size, and so on, in a standard way. ISBD attempts to cover a range of bibliographic activities and includes elements common to one or more (ISBD(G) 1992). National bibliographic agencies create records for publications issued in each country, using ISBD as a guide. ISBD is used to describe complete or perfect copies of material (ISBD for Older Monographic Publications, 2004). ISBD standard ISBD (G) serves as a guide for describing all types of library materials. Other standards are ISBD (CM) for cartographic materials, ISBD (PM) for printed music, ISBD(S) for serials etc.
- Q** How is the use of ISBD important for publishers?
- A** ISBD is very important to publishers because it helps users to identify basic information easily. To library users, especially researchers, preliminary information is very important. The use of ISBD in published books helps to identify that basic

information. When the ISBD standard is not used, there may be a long search for information that should have taken only a few minutes (ISBD for Older Monographic Publications, 2004).

Q Explain the term 'Holdings' in respect of library material?

A Some library material arrives in more than one piece. Holdings are a listing of all of the pieces for an item. Most of the time, when you see a holdings record, you will be looking at a periodical. The holdings record will tell us exactly which years and volumes of a periodical the library owns. There are also records for multi-volume books that include holding.

Q What is meant by authoring?

A A term for the process of writing a document. "Authoring" seems to have come into use in order to emphasize that document production involved more than just writing.

Q What is called chief source of information in cataloguing?

A The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.

Q What type of organization is called corporate body?

A An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

Q Who is a joint author?

A A person who collaborates with one or more other persons to produce a work in relation to which the

collaborators perform the same function.

Q Who is an editor?

A Editing is the process of selecting and preparing language, images, sound, video, or film through processes of correction, condensation, organization, and other modifications in various media. A person who edits is called editor.

Q What is meant by added entry?

A An access point in catalogue or bibliography that is other than the main entry and assigned to bibliographic records to provide additional access points. Added entries are made in the form of subject headings, series headings, titles, etc.

Q What is called anonymous work?

A Such work where author's name doesn't appear anywhere in the book is called anonymous work or a work of unknown authorship.

Q Explain main entry?

A The complete catalogue record of an item, presented in the form by which to entity is to be uniformly identified and cited. The main entry may include the tracing(s).

Q What is meant by mixed responsibility in cataloguing?

A A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic contents by performing different kinds of activities (e.g., adapting or illustrating a work written by another person)

Q Explain 'other Title information' in respect of cataloguing?

A A title borne by an item other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper etc.,

indicative of the character, contents, etc., of the item, of the motives for, or occasion of, its production or publication.

Q Who is called personal author?

A The person chiefly responsible for the creating of the intellectual or artistic content of a work.

Q Explain predominant name?

A The name or form of name of a person or corporate body that appears most frequently (a) in the person's works or works issued by the corporate body, or (b) in reference sources, in the order of preference.

Q What is a shared responsibility?

A Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s).

Q Explain USMARC?

A The USMARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. It is a set of codes and content designators defined for encoding a particular type of machine-readable record. USMARC formats are defined for the following types of data: bibliographic, holdings and authority.

Q What is UNIMARC

UNIMARC is a library standard to facilitate the international exchange of bibliographic data in machine-readable form between national bibliographic agencies. It may also be used as a model for the development of

new machine-readable bibliographic formats. It is maintained by the Permanent UNIMARC Committee of IFLA organization.

Q Define title?

A A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.

Q What do you know about bar code?

A (1) A code representing characters by sets of parallel bars of varying thickness and separation that are read optically by a scanner. Each patron card and item owned by a library contains a unique bar code.

(2) A visual code representing alpha-numeric symbols arranged in a series of a vertical parallel lines or bars, representing data. It is read by a barcode scanner as digital signal for entry in a computer database.

(3) Barcodes serve as a computerized accession number - a unique identifier that links a specific book, journal issue, compact disc, etc., to the item record that describes it.

Q What is bar-coding?

A Barcoding is the process by which a barcode label is attached to an item in the library's collection.

Q What are the various methods of Barcoding the library collection?

- A
- Smart Barcodes: Barcode number is pre-assigned to a particular item record. The library software prints this barcode together with call number and/title of the item. Library staff find that specific item on shelf and put the barcode label on it.
 - Dump Barcodes: Barcode number on the barcode label is not related to any item until that number is manually entered into the

item record by the library staff. This is usually done by scanning in the number using a barcode reader.

Q What is world-cat.? Explain?

A A union catalog which itemizes the collections of more than 10,000 libraries which participate in the OCLC global cooperative. It is built and maintained collectively by the participating libraries from more than ninety countries. Created in 1971, it contains more than 90 million different records pointing to over 1.2 billion physical and digital assets in more than 360 languages, as of November 2007. It is the world's largest bibliographic database. World Cat serves as the foundation for many other fee-based OCLC services (such as resource sharing and collection management).

Q What is the difference between a catalogue and bibliography?

A Bibliography is a systematically arranged list of documents which is not limited to a particular collection where as a library catalogue is a list of documents in the holding of a particular library or a group of libraries.

Q What are the various types of library catalogue?

A Main types of library catalogue are:

- Author catalogue: It consists of author entries arranged alphabetically. This type of catalogue is said to be the most important and the oldest type of catalogue.
- Subject Catalogue: It consists of subject headings arranged alphabetically. This type of catalogue gives subject approach of any document in the library.
- Title Catalogue: This catalogue consists of entries for books and other library materials under their titles and alphabetically arranged.
- Dictionary Catalogue: A dictionary catalogue

consists of all entries such as author, title, subjects, series, etc. and arranged alphabetically together in one general alphabet. It is called dictionary catalogue because it is easily usable as a dictionary.

Classified Catalogue: A catalogue in which the entries are arranged according to some classification scheme.

Q What are the physical forms of library catalogue?

- A
- **Sheaf Form:** This type of catalogue is prepared on paper slips.
 - **Book Form:** In this form of catalogue entries are printed in page form and bound.
 - **Card Form:** This form of library catalogue is the most popular form and is being used throughout the world. Entry is made on a separate standard 3 x 5 card and generally arranged alphabetically.
 - **OPAC:** Online public access catalogue. A database composed of bibliographic records describing the books and other material owned by a library system and accessible via public terminal.

Q What is a 'public catalogue' in term of library?

- A
- Public catalogue is generally used by general readers in libraries. This type of catalogue exists nowadays both in shape of cards and computerized one. With the arrival of the Internet, most libraries have made their OPAC accessible from a server to users all over the world.

Q Who maintains 'official catalogue' in libraries?

- A
- Official catalogue is generally maintained by library staff.

Q Where was the first known catalogue of the world found?

- A
- The first known catalogue was found engraved on the walls of the Library of Edfu in Egypt.

Q When was the first systematic and proper catalogue developed?

A In the seventeenth century.

Q What is meant by physical examination of library materials in terms of cataloguing?

A It is a bibliographical study of books for the purpose of describing them in the catalogue. All bibliographical details including the name of the author, the title, edition, the name of the publishing house, the place & the year of publication, number of pages and the price, etc.

Q What basic elements a cataloguer should keep in mind during the physical examination of a book?

A The basic elements are:

- Author
- Title
- Sub title
- Alternative title
- Edition
- Place of publication
- Publisher
- Year of publication
- Number of pages
- Series
- ISBN, etc.

Q What is a sub title?

A Sub title is an explanatory title that explains the main title/title proper and is very important for the readers.

Q Explain running title?

A Running title is very important in cataloguing. It is a title or abbreviated title repeated at the head or foot of each page throughout the whole book. When a

book lacks the main title, cataloguer may use the running title for cataloguing.

Q Define series?

A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes within a series or serial (e.g., notes and queries, 1st series, 2nd series, etc.).

Q What is a caption title?

A A title given at the beginning of the first page of a book.

Q What title is called spine title?

A The title which appears on the spine of a book, which is often shorter than the title printed on the title page.

Q What is meant by supplied title?

A Title which has been provided by the cataloguer if the book has no proper title on the chief source of information.

Q What is a half title?

A Title appearing on the leaf preceding the title page is called half title.

Q What tile is called collective title?

A It is a title proper given to a book containing several works.

Q What does changed title mean?

A A title which differs from the original title. It is used in a later edition or a reprint of a book.

Q Define edition?

A When all copies are produced from essentially the same type image and issued by the same entity, it is called edition

Q Explain revised edition?

A When changes and corrections in the original text of previous edition of any book are made to make it up to date, it is called revised edition.

Q What is expurgated edition?

A Expurgate means to remove erroneous, vulgar, obscene, or otherwise objectionable material from (a book, for example) before publication or edition in which some objectionable parts in the original text are removed.

Q What edition is called compact edition?

A An edition in which the physical size of a long work is reduced, usually by altering the format without changing the content.

Q Reprint of a book can not be considered as edition? explain?

A Reprint generally is a reproduction of an earlier edition without making any changes in the contents and is not considered as new edition.

Q What is a library edition?

A An edition of a book prepared for library use, especially with a library binding.

Q Explain abridged edition?

A Shortened or condensed (but not summarized) version of a written work which preserves the overall meaning, structure, and style of the original version but omits the less important passages of text such as illustrations, notes and appendices.

Q Describe pirated edition?

A An unauthorized edition printed and sold without payment of royalties.

Q What is meant by imprint in cataloguing?

A Imprint is an important part of catalogue entry. It is generally found at the foot of the title page and contains information such as the place of publication, name of publisher, year of publication, etc.

Q Explain the purpose of writing preface to a book?

A A preliminary statement or essay introducing a book that explains its scope, intention, or background and is usually written by the author.

(<http://www.thefreedictionary.com>)

Q What is an offprint?

A A copy of an article published in a periodical, specially reprinted for the author's use, but retaining the numbering of the issue from which it was taken.(Harrod's Glossary). Also separate printing of an individual article or chapter from a book or periodical, with or without its own title page, and with or without the type reimposed.

Q What is the purpose of writing 'introduction' to a literary work?

A Introduction of any book/ literary work gives information about its subject and explains it in detail.

Q What is the difference between introduction and preface?

A Preface is written by the author himself whereas introduction of a book is written by a person other than the author.

Q What do you understand by 'collation' in cataloguing?

A It is a part of catalogue entry containing information of pages, illustrations, size, volumes, plates and maps, etc. This information collectively form the part

in catalogue entry, which is called collation.

Q Explain pseudonymous works?

A A work is said to be pseudonymous when the writer has concealed his identity under a false name, which appear in the book as the name of the author.

Q If the place of publication is unknown, what element should be used in doing cataloguing?

A Sine loco [s.l.] (Latin) Without place, i.e., without the name of the place of publication. If place of publication of a document is not known then (s.l.) is used for the same.

Q When the name of publisher is not known what should a cataloguer do?

A Sine nomine [s.n.] (Latin) without name, i.e., without the name of the publisher. If the publisher is unknown, we use (s.n.) for this purpose.

Q If an inaccuracy or a misspelled word appears in the item, what are the rules to make correction?

A AACR2 allows to follow such an inaccuracy either by

- [sic] or by the correction within square brackets:
- The world [sic] of television
- The world [world] of television

Q What does the abbreviation et al. stand for?

A An abbreviation of the Latin phrase et alii, meaning "and other people" used in bibliographic citations after the first of more than three collaborators, instead of listing all the names.

Q What is called recto?

A The right-hand page of an open book or manuscript usually bearing an odd page numbers.

Q Define verso?

A The left-hand page of an open book or manuscript, usually bearing an even page numbers. It is opposite to Recto. The title page verso normally carries the imprints (the names and addresses of both publisher and printer), the copyright line, the ISBN and possibly other copyright details (such as the CIP information), and, if translated or adapted, details of its original publication.

Q What is meant by octavo?

A When a book measures 20 to 25 cm in height, it is called Octavo.

Q Explain quarto?

A When a book measures from 25 to 30 cm in height, it is called quarto.

Q What is an Open entry?

A A catalogue entry which provides for the addition of Information concerning a work of which a library does not have a complete set, or about which complete information is lacking.

Q Explain physical description area?

A A place in a catalogue entry that includes dimensions and other physical details of an item.

Q What is meant by preliminary leaves?

A Beginning pages of a book usually containing information about half title, title page and table of contents, etc.

Q What types of entries are made in tracing?

A It is an area in catalogue entry, which records all the secondary entries that are to be made for the work. These include the entries under subject headings, joint authors, editors, translators, etc.

Q Why added entries are made in cataloguing?

- A An entry additional to main entry by which an item is represented in a catalog. Added entries provide additional access to a bibliographic record from names and/or titles having various relationships to a work. Added entries are made for persons, corporate bodies, and meetings having some form of responsibility for the creation of the work, including intellectual and publishing responsibilities.
- Q What is called accompanying material?
- A In cataloguing, this term is used for dependent materials such as answer books, manuals, atlases, slides, sound recordings, etc. Generally, it is textual material meant to be used in conjunction with an item or collection.
- Q What is meant by analytical entry?
- A An entry in a Bibliographic catalogue that describes a part of a larger work that has its own entry.
- Q In cataloguing what kind of information does note area contain?
- A Note area is reserved for recording such data that can not be included in the preceding parts of the record.
- Q Why authority files are prepared and maintained?
- A A file, either on cards or in machine-readable format, in which decisions involving bibliographic records, particularly for form of entry, are recorded to establish a precedent or rule for subsequent decisions and to provide for consistency of entries (dictionary.reference.com). In other words a file, which is usually on cards or in machine-readable format, and is listing the forms of name of both personal and corporate authors, editors, etc. authorized for use as headings in a catalogue, together with an indication of the reference to be

made from variant forms or other parts of each name.

Use authority file in a sentence

See images of authority file

Search authority file on the Web

Q What does the acronym CIP stand for?

A Cataloging in Publication: a program sponsored by the Library of Congress and cooperating publishers in which a partial bibliographic description of a work appears on the verso of its title page. It enables the cataloguing of books before they are published, and the prompt distribution of this cataloging information to booksellers and libraries.

Q Explain bibliographic utility?

A An online processing centre based on a machine-readable database of catalogue records.

Q Who is called compiler?

A A person who selects and assembles written or printed material from the works of various persons or bodies, or the various works of a single person/persons or body, into an ordered whole, without editorial alteration of the original text.

Q Why cross-references are made in cataloguing?

A

- A reference from one part of a book, index, catalogue or file to another part containing related information.
- A reference from one entry to another in catalogue is called cross-reference.

In index a cross reference is often represented by See Also. For example, under the term Albert Einstein in the index of a book about Nobel Laureates, there may be the cross-reference See Also: Einstein, Albert.

Q What does the acronym GMD stand for?

- A General Material Designation. It is a term given in the catalogue which indicates the type of material to which it belongs. e.g. motion picture, video recording, monographs etc.
- Q What does a cartographer do?
- A A person who is involved in the preparation of maps or charts, either by compilation or from original investigation and surveys.
- Q Explain hanging indentation?
- A When main entry in cataloguing is established under title, it is called hanging at first indentation whereas all succeeding lines of that bibliographic record begin at second indentation.
- Q What is copy cataloguing?
- A When a machine-readable record exists, then this record is modified according to the needs of local use. This process is called copy cataloguing.
- Q Explain full-level cataloguing?
- A Records that meet the requirements of second-level description (AACR2, rule 1.0D2)
- Q What does ISBN stand for?
- A International Standard Book Number. It is assigned to each edition and variation (except reprinting) of a book. It had 10 digits before 1st January, 2007 but now it consists of 13 digits.
- Q When and where the idea of ISBN developed?
- A In 1967, in Great Britain.
- Q How many parts does ISBN 13 have?

- A ISBN 13 consists of five parts:e.g.978-969-8452-26-1
- Prefix 978 or 979 represents book publishing
 - Group identifier(language-sharing country group)
 - The publisher code
 - Item number (title of the book)
 - Check digit

Q Why ISBN 10 was converted to ISBN 13?

A This happened for the following reasons:-

- To expand the numbering capacity of the ISBN system and alleviate numbering shortages in certain areas of the world;
- To fully align the numbering system for books with the global EAN.UCC identification system that is widely used to identify most other consumer goods worldwide.

(www.isbn.org/standards)

Q What is the purpose of ISBN?

A The purpose of the ISBN is to establish and identify one title or edition of a title from one specific publisher and is unique to that edition, allowing for more efficient marketing of products by booksellers, libraries, universities, wholesalers and distributors.
(www.isbn.org/standards)

Q Where is the headquarter of international ISBN agency?

A It is in London (United Kingdom)

Q Who allots ISBN numbers in Pakistan?

Q Each country has an ISBN allotment agency that works on behalf of the (international ISBN agency) UK. In Pakistan, this function is being performed by Department of Libraries, National Library of Pakistan, Islamabad.

Q Define monograph?

- A A non-serial item (i.e. an item either complete in one part or intended to be completed in a finite number of separate parts (AAC 2). Monograph is relatively a short book or treatise on a single subject, complete in one physical piece, usually written by a specialist in the field.
- Q What is the difference between a monograph and serial?
- A Monograph is a complete bibliographic unit issued in one time and not intended to continue in future whereas serial is a publication issued in successive parts and intended to be continued indefinitely.
- Q What does the acronym OCLC stand for?
- A Online Computer Library Center is an international database of library holdings throughout the world. It contains more than 96 million titles from 37,000 libraries in 90 countries and territories. OCLC Online Computer Library Center, Inc. (OCLC) is "a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs". OCLC provides bibliographic, abstract and full-text information to anyone. OCLC and its member libraries cooperatively produce and maintain WorldCat—the OCLC Online Union Catalog, the largest online public access catalog (OPAC) in the world. The organization was founded by Fred Kilgour, and its head office is located in Dublin, Ohio, U.S.
- Q What is the standard size of catalogue card?
- A It is 3"x5"
- Q What is meant by online catalogue?
- A A catalogue which provides the facility of direct access to a machine-readable cataloguing records.
- Q What does the acronym NBM stand for?

A **Non-book Materials.** Non-book materials include material such as microfilms, dissertations, posters, reports, slides, stamps, photos, maps, postcards, brochures, computer software, audio books and other audio visual works.

Q Explain title proper?

A The chief name of the material, including any alternative title but excluding parallel titles and other title information.

Q What is called a title page?

A The page at the beginning of a manuscript, book or other printed publication, bearing the title proper of the work and usually, but not necessarily the name of the author(s), editor(s), translator(s) and publisher or printer and in some cases the volume number and date and place of publication. The title page is the chief source of information used by librarians in cataloguing a book.

Q What is the purpose of compiling union catalogue?

A A catalogue of various departments of a library, or a number of libraries, indicating their location. New concept is "shared cataloguing" in the environment of resource sharing and networking. Union Catalogue lists, completely or in part, the holdings of more than one library. Union catalogs have been created in a range of media, including book format, microform, cards and more recently, networked electronic databases. Print union catalogs are typically arranged by title, author or subject (often employing a controlled vocabulary); electronic versions typically support keyword and b queries. Union catalogs are useful to librarians, as they assist in locating and requesting materials from other libraries through interlibrary loan service. They also allow researchers to search through collections to which they would not otherwise have access, such-

as manuscript collections.

Q Name the largest union catalogue ever published in the world?

A National Union Catalogue (NUC) of America contained pre-1956 imprints, completed in 1981.

Q What is verso of title page?

A A page of any books which immediately follows its title page. In other words, the back side of the title page is called verso of the title page.

Q What is meant by bibliographical information?

A Details concerning a publication which are sufficient to identify it for the purpose of ordering such as, author, title, publisher, place of publication, edition, series, number of volume, et.

Q Explain access point in term of information retrieval?

A It is a name, code or term under which a bibliographic record may be searched.

Q In cataloguing a term 'chief source of information' is being used. What is it?

A The source of bibliographic data from which a bibliographic description is prepared. Cataloging rules prescribe a hierarchy of typical sources of information, the chief source of information being the first available in the hierarchy. For books, the title page is preferred as the chief source of information over a cover title.

Q What is an entry?

A Record of an item in catalogue is called entry.

Q What is meant by main entry in cataloguing?

A The principal catalogue entry for a work, giving all the bibliographic information necessary for its complete identification is called main entry.

Q Explain entry word?

A It is the first word of the title by which an entry is arranged in the catalogue.

Q What is meant by allonym?

A A false name, especially the name of some person assumed by an author to conceal identity or gain credit. Usually historical persons or writers assume such name.

Q Define preprint?

A A portion of a work printed and issued before the publication of the complete work. A paper submitted at a conference which is published prior to the holding of the conference. (From Harrod's... Glossary)

Q What are proceedings?

A These are published records of a meeting of a society, association, institution, or other organization, often accompanied by abstracts or reports of papers presented.

Q What is the difference between a report and technical report?

A Report is an official or formal record of the activities of a committee or corporate entity, or of a special investigation, or of the proceedings of a governmental body. The term is also used for publications that are a separately issued record of research results, research in progress, or other technical studies. In this case, there is usually a report number and sometimes a grant number given and the publication may be more specifically called a Technical Report.

Q What is a style manual?

- A Special handbooks that illustrate the accepted forms for citing references in bibliographies, footnotes, and endnotes. Some style manuals are for general use. Others are published by professional associations as form guides for articles in journals in that field of knowledge and research. Examples are Chicago Manual Style, Turabian Manual Style
- Q Define the term transactions?,
- A The published papers read at meetings of a society, association, institution, or other organization, or abstracts of the same. Sometimes synonymous with Proceedings. A general distinction made between Transactions and Proceedings is that Transactions are the papers presented and the Proceedings the records of the meetings. (From Harrod's...Glossary)
- Q What type of publication is called a Government document?
- A Information produced by or for an international, national, state, county, city, or other governmental entity in any of a variety of formats, including book, pamphlet, periodical, map, microform, audiovisual, CD-ROM, or Internet.
- Q Describe bibliographic records?
- A Records created to describe items and primarily used for discovery may include subject and item information, physical descriptions, title, and creator information or entry in online catalog consisting of several fields of information describing a library resource, including author, title, publisher, date, and call number. In the past, these records were typed onto cards and filed in the card catalog. Today, they are computer records stored in online catalogue.
- Q What is a parallel title?
- A The title proper of an edition in a language or script other than that of original title. In AACR2, parallel titles are entered in the title and statement of responsibility area of the bibliographic record (MARC

field 245) in the order found in the chief source of information, separated by an equal sign = preceded.

Q What do you know about ALA Filing Rules?

A It is a set of guidelines for determining the order in which entries are to be filed in the library catalogue. These rules were first time published in 1942 by the American Library Association.

Q What is the purpose of assigning uniform titles in cataloguing?

A A uniform title in library cataloguing is a title assigned to a work which either has no title or has appeared under more than one title. It is part of authority control. It brings together records for items entered under both personal and corporate names and bearing variant titles. Uniform title can be assigned to anonymous works such as sacred works, folk tales and music.

Q What does CCF stand for?

A Common Communications Format. Common communications format was developed in order to facilitate the exchange of bibliographic data between organizations, and was first published by UNESCO in 1984. 2nd edition of CCF was published in 1988 with extended scope to incorporate provision of data elements for recording factual information for referral purposes. 3rd edition was divided into two volumes.CCF/B for holding bibliographic information and CCF/F for factual information.

Q Describe the basic principles of CCF?

A CCF was designed on the following basic principles:

- The structure of the format conforms to the international standard ISO 2709.
- The core record consists of a small number of mandatory data elements essential to bibliographic description, identified in a standard manner.

- The mandatory elements are augmented by additional optional data elements, identified in a standard manner.
- A standard technique is used for accommodating levels, relationships, and links between bibliographic entries.

Q What are the various purposes of CCF?

- A**
- To permit the exchange of records between groups of information agencies, including libraries, abstracting and indexing services, referral systems and other kinds of information agencies.
 - To permit the use of a single set of computer programmes to manipulate records received from various information agencies regarding their internal record creating practices.
 - To serve as a basis of a format for an agency's own bibliographic or factual data base by providing a list of useful data elements.

CCF makes provision of holding in one (integrated) database system of a number of different kinds of records, e.g. of books, periodicals, reports, theses, cartographic materials, patents, standards, as well as profiles of projects, institutions and persons.

Q What is library thing and how does it work?

- A**
- Library thing is an online service to help people catalogue their books on payment and free of charge. Up to 200 books are catalogued online free of charge on opening a free account while paid account costs 10\$ and 25\$ for personal and life time respectively.

Q What is Twiter?

Twitter is a website which offers a social networking and micro blogging and service, enabling its users to send and read messages called Twitters. Twitters are text-based posts of up to 140 characters displayed on the user's profile page. Twitters are publicly visible by default; however senders can restrict message delivery to their followers.

Q What is the full form of RDA?

A Resource description and access is the new cataloguing code that has been designed to replace the Anglo-American Cataloguing Rules. RDA emerged from the International Conference on the Principles and Future Development of AACR held in Toronto in 1997. A joint Steering Committee was formed to revise the AACR2. The committee began meeting in 2004 to draft a major revision to AACR2, to be known as the Anglo-American Cataloguing Rules, third edition (AACR3). Based on comments from a constituency review of an early draft, the committee decided that a completely different approach was needed. The work being drafted was renamed Resource Description and Access (RDA), and the committee was renamed as Joint Steering Committee for Development of RDA. The committee incorporated the FRBR principles into RDA.

Q What is the difference between RDA and AACR?

A The primary distinction between RDA and AACR is structural. RDA is organized based on the Functional Requirements for Bibliographic Records (FRBR). These principles identify both the 'user tasks' which a library catalog should make possible and a hierarchy of relationships in bibliographic data. Descriptions produced using the instructions of RDA are intended to be compatible with the large number of existing records created under the rules of AACR2.

Q When was RDA published?

A Draft chapters of RDA were released between 2005 and 2007, and in 2008 a full draft was released. The text was revised based on public comments and a final draft was delivered to the publishers in June 2009. RDA was published as a tool kit in June 2010.

Q What are the various advantages of RDA?

A

- RDA was designed with users in mind. Because it incorporates the FRBR principles, RDA collocates different versions and editions of the same work. Users will better see the differences between similar resources, thus will navigate through library resources more easily.
- RDA eliminates confusing practices such as listing only the first author of works with more than three authors and the use of Latin abbreviations.
- Another advantage is RDA's potential for enabling library information to be understood by computers, which will allow a much richer discovery experience for users.
- RDA is a strong code because it is based on principles and has continuity with the past, especially with AACR2. The principles of AACR2 were not abandoned but built upon in the development of RDA.
- RDA has addressed concerns with AACR2 such as its emphasis on print materials and practices that are based in a card environment. It is flexible and will accommodate metadata from non-library groups that create metadata, such as the archives and museum communities.

Q What is the present status of RDA?

- A RDA is currently being tested by the Library of Congress, National Agricultural Library, National Library of Medicine, and a number of testing partners. The results of the test will be evaluated and a decision will be made if and when to implement RDA.

(MONOGRAPHS)

BOOK BY SINGLE AUTHOR (MAIN ENTRY)

445 pages. On wings of eagles. Follet Ken Collins, London 1983 .ISBN 0-00-217006-X. Hard bound. 07 Roman pages. Second edition. Bibliography and index at the end.

955.054

FOL Follett, Ken

On wings of eagles / by Ken Follett. -- 2nd ed.--
London: Collins, 1983.

Vii, 445p.

includes bibliography and index
ISBN 0-00-217006-X (hb)

1. Iran -- Hostage Crisis, 1979-1981. I. Title.

ADDED ENTRY (SUBJECT CARD)

IRAN -- HOSTAGE CRISIS, 1979-1981

955.054

FOL Follett, Ken

On wings of eagles / by Ken Follett. -- 2nd edition.--
London : Collins, 1983.

Vii, 445p.

includes bibliography and index

ISBN 0-00-217006-X (hb)

ADDED ENTRY (TITLE CARD)

On wings of eagles.

955.054

FOL Follett, Ken

On wings of eagles / by Ken Follett. -- 2nd edition.--
London: Collins, 1983.

Vii, 445p.

includes bibliography and index

ISBN 0-00-217006-X (hb)

JOINT AUTHOR (MAIN ENTRY CARD)

London. Local government law. Butterworths, 1983. Keith Davies, Patsy Healey and Peter John. 352 pages. 10 pages in Roman. Hard cover.

342.7309

DAV Davies, Keith

Local government law / by Keith Davies, Patsy Healey and Peter John. — London : Butterworths, 1983.

X, 352p. (United States laws series)

ISBN 0-406-25266-1 (hard cover)

1. Law -- United States. I. Healey, Patsy (jt. Auth.). II. John, Peter (jt. Auth.). III. Title. IV. Series.

ADDED ENTRY (TITLE CARD)

Local government law

342.7309

DAV Davies, Keith

Local government law / by Keith Davies, Patsy Healey and Peter John. — London : Butterworths, 1983.

X, 352p. (United States laws series)

ISBN 0-406-25266-1 (hard cover)

ADDED ENTRY (JOINT AUTHOR CARD)

Healey, Patsy

342.7309

DAV Davies, Keith

Local government law / by Keith Davies,
Patsy Healey and Peter John. – London :
Butterworths, 1983.

X 352p. (United States laws series)

ISBN 0-406-25266-1 (hard cover)

ADDED ENTRY (SERIES CARD)

United States Law Series

342.7309

DAV Davies, Keith

Local government law / by Keith Davies,
Patsy Healey and Peter John. – London :
Butterworths, 1983.

X, 352p. (United States laws series)

ISBN 0-406-25266-1 (hard cover)

MORE THAN THREE AUTHORS (MAIN ENTRY)

(In case of more than three authors entry is established under title with hanging indention)

Lahore, Vanguard Books, 2000. Khurshid Ahmad, Muhammad Anwar, Saeed Butt, Farooq Khan, 450 pages, Islamic basic principles. Third revised edition. Revised edition.

- | | |
|-----|--|
| 297 | |
| ISL | Islamic basic principles/ by Khurshid Ahmad...
(et al.).-- 3 rd rev. edition. – Lahore: Vanguard Books,
2000.
450p.

1. Islam. I. Khurshid Ahmad ... (et al.). |

ADDED ENTRY (SUBJECT CARD)

- | | |
|-----|---|
| | ISLAM |
| 297 | |
| ISL | Islamic basic principles/ by Khurshid Ahmad...
(et al.).-- 3 rd rev. edition. – Lahore: Vanguard Books,
2000.
450p. |

ADDED ENTRY... (et al.)

Khurshid Ahmad

297

ISL Islamic basic principles/ by Khurshid Ahmad...
(et al.). 3rd rev. edition. – Lahore: Vanguard Books,
2000.
450p.

BOOK BY EDITOR/COMPILER ETC. (MAIN ENTRY)

(In this case, main entry is established under title with hanging indentions)

Royal Book Company, 1967. Oriental dictionaries: a elected bibliography. Karachi. Muhammad Wajid. 54 pages including seven pages in Roman.

O16.13

ORI Oriental dictionaries: a select bibliography /
compiled by Muhammad Wajid. –
Karachi: Royal Book Company, 1967.

xii, 54p.

1. Bibliographies, Oriental -- Dictionaries.
- I. Wajid, Muhammad (comp.)

ADDED ENTRY (SUBJECT CARD)

BIBLIOGRAPHIES, ORIENTAL – DICTIONARIES

016.13

ORI Oriental dictionaries: a select

Bibliography / compiled by Muhammad

Wajid. – Karachi: Royal Book Company, 1967.
xii, 54p.

ADDED ENTRY (COMPILER CARD)

Wajid, Muhammad (comp.).

016.13

ORI Oriental dictionaries: a select

Bibliography / compiled by Muhammad

Wajid. – Karachi : Royal Book Company, 1967
xii, 54p.

CORPORATE AUTHOR (MAIN ENTRY CARD)

Economic survey 2002-2003. – Islamabad: ISBN 969-0876-0436
Pakistan. Finance Division, two hundred and fifteen pages.
Paperback.

330.95491

PAK Pakistan. Finance Division, Islamabad.

Economic survey 2002-2003. – Islamabad:
The Authority, 2003.

215p.

ISBN 969-0876-0436 (pbk)

1. Economic Surveys -- Pakistan --
2002-2003. I. Title.

ADDED ENTRY (SUBJECT CARD)

ECONOMIC SURVEYS -- PAKISTAN -- 2002-2003

330.95491

PAK Pakistan. Finance Division, Islamabad.

Economic survey 2002-2003. – Islamabad:
The Authority, 2003.

215p.

ISBN 969-0876-0436 (pbk)

ADDED ENTRY (TITLE CARD)

Economic survey 2002-2003

330.95491

PAK Pakistan. Finance Division, Islamabad.

Economic survey 2002-2003. – Islamabad:
The Authority, 2003.

215p.

ISBN 969-0876-0436 (pbk)

UNIFORM TITLE (MAIN ENTRY)

Muhammad Rauf. Translator, 1998, The Study of holy Quran Complete Arabic text and translation in English. Faran Books, Karachi, ISBN 969-098-0965-X, 345 pages hard copy

297.122521

QUR Quran. (Arabic and English)

The Study of holy Quran: complete Arabic text and translation / translated by Muhammad Rauf. – Karachi: Faran Publishers, 1998.

345p.

ISBN 969-098-0965-X (hard cover)

1. Quran – Translations into English.

I. Rauf, Muhammad (tr.). II. Title.

ADDED ENTRY (SUBJECT CARD)

QURAN – TRANSLATIONS INTO ENGLISH

297.122521

QUR Quran.

The Study of holy Quran : complete Arabic text and translation / translated by Muhammad Rauf. – Karachi :

Faran Publishers, 1998.

345p.

ISBN 969-098-0965-X (hb)

ADDED ENTRY (TRANSLATER CARD)

Rauf, Muhammad

297.122521

QUR Quran.

The Study of holy Quran : complete Arabic text and translation / translated by Muhammad Rauf. – Karachi : Faran Publishers, 1998.

345p.

ISBN 969-098-0965-X (hb)

**CONFERENCE/WORKSHOP/MEETING
(MAIN ENTRY CARD)**

Proceedings of 2nd European Workshop Paris 22-23 March 1994. International Technologies in Teacher Education. Editor. David Collins. 1995. UNESCO. Pages 318. ISBN 92-8-1980754-9. Paperback.

371

EUR European Workshop (2nd: 1994: Paris, France)

International technologies in teacher education :
proceedings of the second European workshop; held
at Paris from 20-23 March, 1994 / edited by David
Collins. – Paris:UNESCO Publishing, 1995.

318p.

ISBN 92-8-1980754-9 (pbk)

1. Teachers, Training of -- Congresses.
I. Collins, David (ed.). II. Title.

ADDED ENTRY (SUBJECT CARD)**TEACHERS, TRAINING OF -- CONGRESSES**

371

EUR European Workshop (2nd: 1994: Paris, France)

International technologies in teacher education :
proceedings of the second European workshop; held at
Paris from 20-23 March, 1994 / edited by David Collins. –
Paris: UNESCO Publishing, 1995.

318p.

ISBN 92-8-1980754-9 (pbk)

ADDED ENTRY (TITLE CARD)**International Technologies in Teacher Education**

371

EUR European Workshop (2nd: 1994: Paris, France)

International technologies in teacher education :
proceedings of the second European workshop; held at
Paris from 20-23 March, 1994 / edited by David Collins. –

Paris : UNESCO Publishing, 1995.

318p.

ISBN 92-8-1980754-9 (pbk)

ADDED ENTRY (EDITOR CARD)

Collins, Dávid (ed.)

371

EUR European Workshop (2nd: 1994: Paris, France
 International technologies in teacher education:
 proceedings of the second European workshop; held at
 Paris from 20-23 March, 1994 / edited by David Collins. –
 Paris: UNESCO Publishing, 1995.

318p.

ISBN 92-8-1980754-9 (pbk)

**NON BOOK MATERIAL
(SERIAL PUBLICATION)**

Volume 1. No. 1. November 1909 The Forerunner by Charlotte
Perkins Gilman. The Charlton Company 67 Wall St. New York

MAIN ENTRY (UNDER PERSONAL AUTHOR)

Gilman, Charlotte Parkins.

The forerunner / by Charlotte Perkins Gilman. – Vol. 1 no., 1 (Nov. 1909)-v. 7, no. 12 (Dec. 1916). – New York: Charlton Co., 1909-1916.

7 v. ; 25 cm.

Monthly.

I. Title.

MAIN ENTRY (UNDER TITLE)

January 1973. Volume 1. Number 1. GARC Newsletter
Published by Graphic Arts Research Center, Rochester Institute of Technology.

GARC Newsletter. – Vol. 1, no., 1 (Jan. 1973) –
Rochester, N.Y. : Graphic Arts Research Center,
Rochester Institute of Technology, 1973-
v. : ill. ; 30 cm.
Monthly.

I. Rochester Institute of Technology.

MAIN ENTRY CORPORATE AUTHOR (QUARTERLY)

Newsletter. A Quarterly report to members issued by the Center
for Research Libraries 5721 Cottage Grove Avenue Chicago
Illinois 60637 Teletype CG 1516 No. 103 March 30, 1966

Center for Research Libraries (Chicago, Ill.)

Newsletter / issued by the Center for Research Libraries. --
No. 103 (Mar. 1966) . -- Chicago, Ill. : The Center, 1966.

v. ; 28 cm..

Quarterly.

Continues: Newsletter / issued by the Midwest Inter-library
Center.

I. Title:

IRREGULAR ISSUE

Vol. 1, no.1 January, 1943 Published monthly, 111 Olive Road,
Tucson, Arizona Editor: P. McCormick

Letter – Vol. 1, no. 1 (Jan. 1943)-v. 5, no. 9 (1949). –

Tucson, Ariz. : A. P. McCormick, 1943-1949.

5 v. : ill. ; 20cm.

Irregular.

Editor: Ada P. McCormick. I. McCormick, Ada P.

CARTOGRAPHIC MATERIALS (MAPS)

One inch map of the Lake District Revised 1971 Scale 1; 63,360-1
inch to the mile © John Bartholomew & Sons Ltd, Edinburgh.

John Bartholomew & Sons (Edinburgh, Scotland)

Bartholomew one inch map of the Lake District. -- Rev. -- Scale 1: 63,360. -- Edinburgh: Bartholomew, 1971.

1 map: col. , 71 x 82 cm. Folded to 21 x 12 cm.

I. Title.

October, 1965 Scale in Miles Tulsa Metropolitan Area Planning
Commission Existing Land Use-1964

Tulsa Metropolitan Area Planning Commission (Tulsa, Okla.)

Existing land use, 1964: (in Tulsa, Oklahoma) / Tulsa

Metropolitan Area Planning Commission. -- Scale ca. 1:140,000. --
(Tulsa): The Commission, 1965.

1 map: col. ; on sheet 48 x 40 cm.

I. Title.

Prepared by the Economist Intelligence Unite and the Cartographic
Department of the Clarendon Press, Oxford Economic atlas of the
world / third edition. -- Scale varies; Oxford equal-area proj.
London; New York: Oxford University Press, 1965.

Oxford economic atlas of the world / prepared by the
Economist Intelligence Unite and the Cartographic
Department of the Clarendon Press, 3rd ed. -- Scale

var.es ; Oxford equal-area proj. London:
New York : Oxford University Press, 1965.

I. Economist Intelligence Unite, Ltd. (London),
England). II. Clarendon Press (Oxford, England) Cartographic
Department.

MUSIC

COLLECTION OF MUSICAL SETTINGS, TEXT BY ONE AUTHOR)
ENTRY UNDER NAME OF COMPOSER

Aaron Copland. Appalachian Spring (Ballet for Martha) Boosey &
Hawkes

Copland, Aaron

(Appalachian spring; arr.)

Appalachian spring: (ballet for Martha) / Aaron Copland. --
New York : Boosey & Hawkes, 1945.

1 score (82 p.) ; 26 cm. – (Hawkes pocket scores ; no. 82)

Condensed version of the ballet, arr. for symphony orchestra.

Duration: about 20 min.

P1 no.: B. & H. 1945.

I. Graham, Martha. II. Title. III. Series.

SOUND RECORDING

Genesis of a novel. A documentary on the writing regimen of
Georges Simenson. Motivational Programming Corporation 512
Transamerica Building, Tucson Arizona 85701

Genesis of a novel (sound recording): a documentary on the writing
regimen of Georges Simenson. – Tucson, Ariz. : Motivational

Programming Corp., 1969.

1 sound cassette (24 min.) : analog, 2 track, Mono. — (20th century European authors)

Summary: An account of the development of Georges Simenson's book, *The premier*.

Bibliography on container.

1. Motivational Programming Corporation

(Tucson, Ariz.) II. Series

MOTION PICTURES AND VIDEORECORDINGS

MOTION PICTURE (ENTRY UNDER TITLE)

Japanese tea ceremony (motion picture) / Walt

Disney Productions. — Santa Ana, Calif.: Doubleday Multimedia, 1971.

1 film cartridge (4 min.) : si., col. ; super 8 mm. + 1 study guide. -- (Japan series)

From the 1961 motion picture entitled: *Japan harvests the sea*. Released by International Communications Films in 1968.

Summary: shows the teahouse and the complete ritual, including trained young ladies as hostesses, the preparation of tea, and proper etiquette.

I. Walt Disney Productions. II. *Japan harvests the tea*.

III. Series.

SPONSORED)

Boeing 737 (motion picture). -- Seattle : Cameron

Film Productions Co., 1967.

1 film reel (ca. 6 min.) : sd., col. ; 16 mm.

Sponsored by the Boeing Company.

Summary: describes the flight testing program of the twin engine, short range Boeing 737 jet liner.

I. Boeing Company (Seattle, Wash.)

II. Cameron Film Productions Co. (Seattle, Wash.)

MOTION PICTURE ENTRY UNDER CREATOR

Designed and directed by Gerald McDermott, Music Thomas Wagner, Camera Frank Koeing, Voice of the boy Joquin Brant, story and research consultant Charles Hofmann, Produced by Gerald McDermott and Texture Films inc. Arrow to the Sun, c1973, Texture Films inc.

McDermott, Gerald.

Arrow to the Sun (motion picture): a Pueblo Indian tale/ designed and directed by Gerald McDermott; produced by McDermott and Texture Films, Inc. – (New York): Texture Films, 1973.

1 film reel (ca. 15 min.) : sd.; col. ; 16 mm.

Credits: Music, Thomas Wagner; camera, Frank Koeing; voice of the boy, Joquin Brant; story and research consultant, Charles Hofmann.

Summary; The son of the sun god is shot on an arrow to the sun. He successfully passes four trials and returns to earth, bringing magic of the sun with him

I. Texture Films, Inc. (New York, N.Y) II. Title..

(ADAPTATION OF A BOOK)

Alice in Wonderland (motion picture) / Walt Disney Productions ; producer, Ben Sharpsteen ; director, Clyde Geronimi ; animation, Milt Kahl. – Santa Monica, Calif. : RKO Radio Pictures, 1951.

3 film reels (ca. 75 min.) : sd., col. ; 35 mm.

Credits: Story, Winston Hibler; music, Oliver Wallace; film editor, Lloyd Richardson.

Based on: Alice's adventures in Wonderland / by Lewis Carroll.

I. Carroll, Lewis. Alice's adventures in Wonderland.

II. Sharpsteen, Ben. III. Geronimi, Clyde. IV. Walt Disney

Prouctions.

COMPUTER FILES

Computer Software Associates, Inc. PractiCalc Plus, the computer spreadsheet for the Commodore VIC-20, Program by Sandy Ruby, Manual by Kathleen F. Nolan

Ruby, Sandy.

Practical plus (computer file) : the computer spreadsheet for the Commodore VIC-20 / Program by Sandy Ruby; manual by Kathleen F. Nolan. – Randolph, MA: Computer Software Associates, 1983.

1 computer disk; 5 ¼ in. + manual (65 p. : ill. ; 18 cm.)

System requirements: Commodore VIC-20; 16K RAM card.

I. Nolan, Kathleen F. II. Title.

MICROFORMS **MICROFICHE**

Beard, Linda Sue

Precambrian geology of the Cottonwood Cliffs Area, Mohave County, Arizona (microform) / by Linda Sue Beard. – Ann Arbor,

Mich.: University Microfilms, 1986.

2 microfiches: ill., maps.

Thesis (M.S.). – University of Arizona, 1985;
Includes bibliography.

I. Title.

MICROOPAQUE

Georgi, Charlotte

Twenty-five years of Pulitzer Prize novels, 1918-1943
(microopaques): a content analysis / by Charlotte Georgi. –
Rochester, N.Y. : University of Rochester Press for Association of
College and Research Libraries, 1958.

4 microopaques ; 8 x 13 cm. – (ACRL microcard series ; no.
96)

Thesis (M.S.L.S.). – University of North Carolina, 1956.

Micro card: UR-58 RL 22.

I. Title. II. Series.

ENTRY FOR GLOBE

The Changing earth (globe). – Scale 1:40, 817, 600.

1 in. to 660 miles. – London: Jupiter Scientific Society, 1985.

1 globe : col., plastic, mounted on metal cradle base; 31 cm. in diam. + 1 lesson plan.

1. Globes

SUBJECT CATALOGUING AND SUBJECT HEADINGS

Q Why is subject cataloguing done in libraries?

A Subject cataloging deals with what a book or other library item is about, and the purpose of subject cataloging is to list under one uniform word or phrase all the materials on a given topic that a library has in its collection. Library materials are given subject headings in the catalogue in order to show what information the library has on a given subject.

Q What is a subject heading?

A Subject headings are controlled vocabularies consisting words and phrases for library catalogues and allow the subject content of works to be researched. They are chosen by cataloguers for each specific work, with two to three headings used on average. Subject headings can bring out what a book is really about and does more than the title or table of contents. It is a very powerful tool for information retrieval. Words and phrases are used by a subject specialist when creating subject headings for an article, document, book, etc. for a specific index or catalog. These specific words or phrases describe the subject or one of the subjects, of a works and represent a concept, event, or name.

Q What is the purpose of subject headings?

A Subject headings are assigned to books and other library materials to describe what the item is about. Subject heading is useful to locate a book/document in the library catalogue on a particular subject other than entries under author or title. Another factor is that sometimes there is uncertainty in the mind of readers about the author's name, spellings or title of the book. In such cases one may find the material quickly by searching under the subject.

Q What is a thesaurus?

A The thesaurus is an alphabetical listing of the terms currently in use. The thesaurus will show relationships between terms such as synonymous or related terms, hierarchical arrangements (broader terms, narrower terms), and provide references from terms not currently in use to acceptable terms, including older words or phrases that are no longer used.

Q Explain keywords?

A Descriptive word or phrase found in a record in an electronic database that aids in retrieval of documents. In full-text searching, every word in a document becomes a keyword. A thesaurus is often constructed to list acceptable keywords.

Q What is a natural language?

A When choosing words or phrases to describe a document, article, book or other material's subject content, the indexer (individual creating an index) can select any appropriate term, often using the language from the document itself.

Q How is subject heading selected?

A Words and phrases in shape of subject headings are selected from a standardized word or phrase list also called controlled vocabulary, available in libraries/online and assigned as an added entry in the bibliographic record of libraries.

Q Who are the beneficiaries of subject headings?

A All the library users benefit from subject headings. However, these headings may be more useful for researchers. They can benefit by examining subject headings as they search a catalogue or database because these headings provide content information that can help researchers evaluate whether a book or

article is worth further examination. Subject headings also suggest alternative terms or phrases to use in search.

Q What is called a subdivided subject heading?

A A subject heading may be subdivided by the addition of sub headings. For example, LIBRARIES – HISTORY – 20TH CENTURY.

Q Name various subject heading tools available in Pakistan?

A The Library of Congress Subject Headings and Sears List of Subject Headings are the two popular tools presently being used in Pakistan for English language library materials. Research libraries use LC subject headings while Sears List of Subject Headings suits for small libraries. Librarians in Pakistan prefer to use Mauzu-e- Surkhiyaan in Urdu, developed by Zumrad Mahmud and Mahmudul-Hasan (Late) for oriental languages collections. However, there are some other subject heading lists created by Pakistani library professionals and some libraries have created their own lists as well.

Q When was the Library of Congress Subject Headings developed?

A The Library of Congress subject headings system was originally developed in 1898 by American Library Association as a controlled vocabulary for representing the subject and form of the books and serials in the Library of Congress collection, with the purpose of providing subject access points to the bibliographic records contained in the Library of Congress catalogs. But today, this tool is being used as subject headings by thousands of libraries around the globe.

Q Why Sears List of Subject Headings was developed in presence of LCSHs?

A Sears List of Subject Headings appeared in 1923 to meet the growing needs of small and medium-sized libraries than the existing Library of Congress Subject Headings which definitely fulfills the needs of large and research libraries. It was developed by Minnie Earl Sears. It follows the format and patterns of Library of Congress Subject Headings. For 87 years, Sears List of Subject Headings has served the needs of small and medium-sized libraries, delivering a basic list of essential headings, together with patterns and examples to guide the cataloger in creating further headings as needed. Practical features include a thesaurus-like format, an accompanying list of cancelled and replacement headings, and legends within the list that identify earlier forms of headings.

Q What does the abbreviation CSH stand for?

A Canadian Subject Headings (CSH) is a list of subject headings in the English language, using controlled vocabulary, to access and express the topic content of documents on Canada and Canadian topics. Library and Archives Canada publishes and maintains CSH on the Web.

Q What is meant by subject analysis?

A Subject analysis is also known as content analysis. The process of examining the content of new publications and assigning appropriate subject headings is called subject analysis. Subject analysis is the part of indexing or cataloging that deals with the conceptual analysis of an item. In content analysis, subject-rich portion of the item being catalogued should be given due importance to identify key words and concepts. However, title, table of contents, introduction, preface, etc. of the item play a vital role to determine the subject.

Q Explain specific entry in subject cataloguing?

- A** To enter a book under the most specific term (subject heading) which accurately fits the subject presented in the contents of the book is called specific entry.
- Q** How many subject headings should be assigned to a document in library?
- A** There is no hard and fast rule about the number of subject headings to be assigned to a work. It depends on the document in hand. If it is a simple book, then one subject heading is enough. For example, *A Guide to Chemistry*, but sometimes a document covers many different subjects. In this situation, more than one-subject headings can be assigned. However, the assigned headings should best summarize the contents of the work.
- Q** Define cross-reference?
- A** A reference from one part of a book, index, catalog, or file to another part containing related information (American Heritage Dictionary). It is a reference made from one heading to another in the same catalogue, index etc.
- Q** What is the purpose of cross-reference?
- A** These references are made for the benefit of the users of catalogues. Cross references refer the catalogue users from one heading to another one in the same catalogue.
- Q** Why see-references are made in subject cataloguing?
- A** A cross-reference in a library catalogue, index, or reference work directing the user from a synonym (or equivalent term) to the preferred heading or descriptor for a given name, place, or subject (Dictionary for Library and Information Science). In simple words, See references refer from a subject heading not used to the subject heading that is used in the same catalogue, index or reference work. For

example ENERGY, see FORCE AND ENERGY.

Q Explain See Also reference?

A This refers from one subject to other related subjects where additional materials will be found on the given subject. For example "Drawing," See Also, Painting.

Q What does the abbreviation NT stand for?

A Narrower Terms. Terms found in the Library of Congress Subject Headings. NT links the subject heading to narrower terms. Narrower terms are also valid subject headings, just with a more specific focus. e.g., Cookery NT Baking. A subject heading may have more than one narrower term. NT refers to more specific headings than the boldface heading.

Q Explain the term UF in LCSH?

A UF is abbreviation of Used For. This code precedes the heading not used. The valid subject heading is the one in bold type, e.g. Cookery UF Cooking UF Cookbooks e.g., Automobiles UF Cars (automobiles)

Q Explain BT?

A In the Library of Congress Subject Headings, BT stands for Broader Term. BT refers to more general subject headings. Broader Terms link the subject heading to broader terms. Broader terms are also valid subject headings, just with a wider focus. e.g., Cookery BT Home economics e.g., Automobiles BT Transportation, Automotive

Q What does RT stand for?

A The code RT stands for Related Terms in LC Subject Headings. A subject heading may have more than one related term. For example, Children Libraries, under 'School Libraries.' These terms can provide ideas of

other topics to investigate.

Q What is a subheading?

A A secondary heading added to a main subject heading in a pre-coordinate indexing system. It is usually followed by a dash. For example, 'Pakistan – History'.

Q What is a geographical subdivision?

A The extension of an existing subject heading by the addition of a subheading indicating the place or geographic unit to which it applies. Place names may follow the heading. For example, 'Birds – Pakistan'

Q Define subject authority file?

A A record of subject headings in a particular catalogue along with the record of references is called subject authority file.

Q What is a subject added entry?

A An entry, secondary to the main entry, also called subject heading, contains names, uniform titles, topical subjects, or terms which fully describes its contents to serve in the bibliographic record as access points in a subject search of a library catalogue, index, abstracting service or bibliographic database. The subject added entries or access terms are based on the lists and authority files.

Q Define Key word(s)?

A A significant word or phrase in the title, subject headings(descriptors), contents note, abstract or text of a record in an online catalogue or bibliographic database that can be used as a search term in a free-text search to retrieve all the records containing it (Dictionary for Library and Information Science).

Q What does MeSH stand for?

A Medical Subject Headings. It is a comprehensive controlled vocabulary for the purpose of indexing journal articles and books in the life sciences. It can also serve as a thesaurus that facilitates searching. Created and updated by the United States National Library of Medicine (NLM)

Q Define descriptor?

A A word, phrase, or alphanumeric character used to identify an item in an information storage and retrieval system.

BIBLIOGRAPHY: THEORY AND PRACTICE

- Q** Where did the word "Bibliography" come from and what does it mean?
- A** The currently used word bibliography came from two Greek words "biblios" (book) and "grapho" (to write) appeared with definition in 1678.
- Q** Define bibliography?
- A** "A list of books and sometimes of other material such as periodical articles and illustrations written by one author, or on one subject, or printed by one printer, or in one place, or during one period." (Librarian's Glossary). "Bibliography to mean the study of books as material objects" (Sir Walter)
- Q** Explain bibliography in simple words?
- A** Bibliography is a systematically arranged descriptive list of published or written materials, such as books, documents, articles, videos, etc. arranged in a logical order and having something in common such as the author or producer, a subject, or the geographic region. A bibliography usually contains identifying information, for example title, author, publisher, date and place of publications of a book, so that the reader can locate the item. Some bibliographies are published as books, while others are locally produced lists. The list of references at the end of a research paper is also called a bibliography.
- Q** What is the main purpose of bibliography?
- A** The basic purpose of a bibliography is to guide the readers about the existence of book and other material, which may be of interest to him. Secondly, bibliography avoids duplication in research and enables a researcher to know that what has already been written on the subject.
- Q** What does a bibliographer do?
- A** A person who is able to examine a book physically and prepares bibliography according to some recognized methods is called a bibliographer.

Q What are the various forms of bibliography?

A The various forms of bibliography are :-

- Enumerative bibliography
- Analytical bibliography
- Historical bibliography
- Textual bibliography
- Descriptive bibliography

Q Define enumerative bibliography?

A The listing of books according to some system is called enumerative bibliography. For example, listing by author, by subject, or by date, etc. This sort of bibliography provides short information usually only the author's name, the book's title, and date and place of publication. Enumerative bibliography some times is called systematic bibliography. Enumerative bibliography attempts to record and list, rather than to describe the item minutely. Catalogue card is an example of enumerative bibliography.

Q What is the purpose of enumerative bibliography?

A The purpose of enumerative/ systematic bibliography is to list information about individual books and like materials in some useful and logical order. Systematic bibliography tells us about the existence of any book and then other areas of bibliography can be brought under study.

Q Explain analytical bibliography?

A Analytical/critical bibliography is concerned with the whole study of the physical book, its history, its appearance, and the influence of the manner of production on its text. Analytical bibliography may deal with the history of printers and booksellers, with the description of paper or bindings, or with textual matters arising during the progression from

writer's manuscript to published book.

Q Explain historical bibliography?

A Broadly speaking historical bibliography is concerned with the history of books, and of the persons, institutions and machines producing them.

Q Describe textual bibliography

A Textual bibliography (sometimes called textual criticism) tries to provide us with the most accurate text of a writer's work. In fact it is a relationship between the printed text as we have it before us, and that text as conceived by its author.

Q Explain descriptive bibliography?

A Descriptive bibliographies are books that give full physical descriptions of the books they list, enabling us to tell one edition from another and to identify significant variations within a single edition. For example, How is the book put together? What sort of type is used and what kind of paper? How are the illustrations incorporated into the book? How is it bound?

Q Define bibliotherapy?

A Bibliotherapy means using reading materials, films or other media in order to help a client solve emotional, mental and social problems.

Q Developmental bibliotherapy is used for what purpose?

A Developmental bibliotherapy is used with a wide variety of individuals in schools or public libraries to promote self-knowledge, personal growth and the successful completion developmental tasks associated with various life stages.

Q What are bibliographic citations?

A Bibliographic citations are notes placed in the main text of an academic publication that give a

bibliographic reference to published work, which has been used or quoted by the author. For a book, this includes the author of the book, title, publisher plus place and date of publication. If the citation is to specific pages in the book, this must be included as well. Citations for an article include the author and title of the article, name of the periodical, pages and date of publication. The information is needed to locate the source of information. This information is needed for anyone who reads the work and wishes to read more about it.

Q What is meant by physical description of book?

A Information about its author, title, edition, place of publication, date and perfection of copy, etc.

Q Explain annotated bibliography?

A A bibliography is usually thought of as an alphabetical listing of books of a written work (books, book chapter, article, etc.) to which the author referred during the research and writing process.

Q What is Bio-bibliography?

A A list of works written about an author, including biographical and critical sources examining the author's life and work.

Q Retrospective bibliography records what kind of materials?

A It is a bibliography, which records books, and other materials published in previous years.

Q What is a subject bibliography?

A A list of books, articles, reports etc. on a specific topic usually compiled by a librarian or subject expert with specialized knowledge of the subject to acquaint other researchers with the existing literature.

Q Explain current bibliography?

- A It is a bibliography that includes only references to recently published sources on a subject or in a specific field or discipline.
- Q What is a bibliographic centre and what functions does it play?
- A An organization usually departments of library where reference materials are kept and from which information about the availability of books are provided.
- Q What is a footnote?
- A A note placed at the bottom of a page of a book or manuscript that comments on or cites a reference for a designated part of the text (The American Heritage Dictionary). The purpose of such bibliographic note is to let the reader know the source of the information or quotation and to direct him/her elsewhere for additional information.
- Q Who is called biblioclast?
- A Biblioclast is a person who destroys books for one reason or the other.
- Q What is meant by bibliographic database?
- A A computer file consisting of electronic entries called records, each containing a uniform description of a specific document or bibliographic item usually retrievable by author, subject headings, title and key words.
- Q What is meant by biblioholism?
- A It means the habitual longing to purchase, read, store, admire, and consume books in excess.
- Q Who is called biblioklept?
- A A person who steals books and other reading material is called biblioklept. Beside the direct biblioklept, there is the indirect thief who borrows and never return books to their proper owners including libraries.
- Q Define bibliography?

A The historic and scientific study and description of books as physical objects from their origins in human society to the present time.

Q What is meant by biblomania?

A Bibliomania is the obsessive purchase or collecting of books to the point where social relations or health are damaged.

Q Explain bibliophobia?

A Bibliophobia means fear or hatred of books. It is an unusual fear where many people suffer only a subset of this phobia, fearing textbooks or historical novels or children's stories, rather than a fear of all books.

Q Who is called bibliopole?

A A dealer of books, a bookseller; especially one who deals in secondhand and rare books; including the antiquarian bookseller.

Q Define national bibliography.

- A
- "A current national bibliography is a mirror that reflects the culture, character and current interest of a country by listing its publishing output. Not only does it serve as an historical recorder, but when distributed to other countries, it serves as a 'window' to that country" (Barbara Bell IFLA Universal Bibliographic Control and International MARC Programme, 1988. p. 29).
 - "A bibliography, which lists all the books and other publications, published or distributed in significant quantity, in a particular country" (Librarian's Glossary).

In brief, national bibliography records book production and other related items published or distributed within the border of a particular country.

Q Universal bibliography records what kinds of material usually ?

A A bibliography that lists all documents of all kinds of materials produced in all countries, in every language, at any time and on all themes. In other words, it lists all literature that may have ever appeared.

Q Define bibliographic control.

A A broad term encompassing all the activities involved in creating, organizing, managing and maintaining the file of bibliographic records representing the items held in a library or archival collection or the sources listed in an index or database to facilitate access to the information contained in them. (On line Dictionary of Library and Information Science).

Q What does the abbreviation UBC stand for?

A It stands for Universal Bibliographic Control which is a complementary programme to the Universal Availability of Publications (UAP) seeking to create a worldwide system for the control and exchange of bibliographic information in an internationally acceptable form.

Q When was the UBC programme started?

A This programme was launched by IFLA in 1974 as UBC project; it relies on efficient national bibliographic control. For this, each national bibliographic agency has to ensure that it has full access to all the new publications issued in its country to establish a definitive record and then distribute this data to other countries and get their data. For this purpose, IFLA has produced international numbering scheme, for example ISBN, ISSN and UNIMARC for the presentation of the bibliographic data.

Q What is UNIMARC?

A UNIMARC (Universal Machine-readable Cataloguing) specifies the tags, indicators and subfields to be assigned to bibliographic records in machine-readable

form. This was developed by IFLA and its main purpose is to facilitate the international exchange of bibliographic data in machine-readable form between the agencies responsible for national bibliographies.

- Q What is a trade bibliography?
- A A bibliography issued by business organizations like booksellers, publishers, distributors and printers, etc. The purpose of this bibliography is to earn business.
- Q What sort of information does Cumulative Book Index contain?
- A It is an author, title and subject wise arranged international bibliography of books published eleven times in English language per year with an annual cummulation by H. W. Wilson, New York.
- Q What does the acronym PNB stand for?
- A Pakistan National Bibliography.
- Q What is the frequency of Pakistan National Bibliography?
- A Annual priced publication. However, soft copy of English portion of PNB is also available online at www.nlp.gov.pk
- Q Which organization compiles and publishes Pakistan National Bibliography?
- A National Bibliographical Unit compiles and publishes PNB on annual basis. It is housed in the Department of Libraries, National Library of Pakistan, Islamabad.
- Q When was National Bibliographical Unit established?
- A The Government of Pakistan towards the end of 1962 set up National Bibliographical Unit in the Directorate of Archives and Libraries. It was placed under Ministry of Education. Now it is part of Department of Libraries, National Library of Pakistan, Islamabad.
- Q What are the main functions of National Bibliographical

Unit?

- A
- To compile retrospective bibliography of Pakistan.
 - Compilation of current National Bibliography of Pakistan.
 - Compilation of subject and select bibliographies.
 - Contribution to national and international bibliographical projects.

In addition, NBU furnishes information on request to UNESCO regarding the translated books published in Pakistan for incorporation in its publication 'Index Translationnum'

Q What is the main purpose of Pakistan National Bibliography?

A The purpose to compile PNB is to fulfill the needs of scholars and researchers to find reading materials in their respective fields. In addition to that PNB preserves the literary heritage of the country for next generation.

Q Name various sources of acquiring data for inclusion in Pakistan National Bibliography?

A Pakistan National Bibliography contains bibliographic information of literary material, mainly books published in Pakistan within a year. These materials are acquired/received by National Library of Pakistan through purchase, gifts, and exchange basis and under provision of copyright laws of Pakistan.

Q What kinds of published materials are not included in PNB?

A The following materials are not included in Pakistan National Bibliography:

- Keys and guide-books to text-books

- Publicity literature and pamphlets
- Periodicals (except the first issue of a new periodical and the first issue of a periodical under a new title).
- Maps and musical scores

Q How Pakistan National Bibliography is arranged?

A It is arranged subject-wise in classified order according to DDC 20th and 22nd editions. The bibliographical entries are made according to Anglo-American Cataloguing Rules 1998.

Q What does PBWG stand for?

A It stands for Pakistan Bibliographical Working Group, formed in 1950 and further reorganized in 1953. The main purpose behind its formation was to cater the bibliographical needs of the country and compile bibliographical reference works. The most important work of the group was the compilation of retrospective Pakistan National Bibliography from 1947-1961.

Q Name the first ever bibliography published in Indo-Pak region?

A Bibllimoria's Bibliography of Publications on Sind and Baluchistan, published from Karachi in 1930.

Q When was copyright law passed in Pakistan?

A Copyright law of Pakistan was passed in 1962, implemented in 1967 and amended in 1992.

Q What kind of materials is protected by copyright law of Pakistan?

A Literary, dramatic, musical, artistic, cinematographic and architectural works, books, photographs, newspapers, engravings, lectures, records (defined as "any disc, tape, wire, perforated roll or other device in which sounds are embodied so as to be capable of being reproduced there from, other than a sound track associated with a cinematographic work") and sculptures

is now extended to computer software, periodicals, video films and all kind of audio-visual works (www.ipo.gov.pk).

Q How long copyrights protection endures in Pakistan?

A A work that was created (fixed in tangible form for the first time) protected from the moment of its creation and is ordinarily given a term enduring for the author's life plus an additional 50 years after the author's death. In the case of "a joint work prepared by two or more authors who did not work for hire," the term lasts for 50 years after the last surviving author's death. For works made for hire, and for anonymous and pseudonymous works the duration of copyrights will be 50 years from publication. (www.ipo.gov.pk)

Q Before copyright law of 1962, which copyright law was enforced in Pakistan?

A At the time of independence, there was no copyright law in Pakistan. Therefore, Indian Copyright Act of 1914 was implemented in the country.

Q What do you know about Library Promotion Bureau?

A Library Promotion Bureau was set up in Karachi in 1965 with a view to promote and to publish literature on librarianship, book trade bibliographies and reference work in the country. The bureau has so far published much valuable literature on the aforesaid subjects. It has also been publishing "Pakistan Library Bulletin"(now Pakistan Library and Information Science Journal).

Q What is Kitab al-Fihrist?

A It is a bibliography of Arabic books compiled by Ibn al-Nadim in CE, 988.

Q What does INB stand for?

A Indian National Bibliography.

Q When was Indian National Bibliography published first and what is its current frequency?

A Indian National Bibliography was first published in 1958. This issue was released by the then Prime Minister, Jawaharlal Nehru. Since then, it is being published every month and since 1964, it is cumulated yearly.

Q What types of publications are excluded from INB?

A

- Maps
- Musical scores
- Periodicals except the first issue
- Key and guides to text-books.

Q How Indian National Bibliography is arranged?

A The main entries are in Roman script and collection and annotations if any, are in English. The classified portion follows the DDC scheme but the numbers from Colon Classification scheme are assigned to each entry at the bottom.

Q When was Delivery of Books and Newspapers Act (Copyright) passed in India?

A Indian Copyright Act of 1914 was enforced before partition. However, after independence, Delivery of Books and Newspapers Act (Copyright) was passed in 1954 and amended in 1956.

Q What does BNB stands for?

A British National Bibliography.

Q What is the frequency of BNB?

A BNB is published monthly on CD-ROM and weekly in print.

Q What types of materials are added to BNB?

A Printed publications, digital and other electronic publications. BNB also contains details of forthcoming

books.

Q Under which Act, materials are received to British Library?

A Under Copyright Act, 1911.

Q How BNB is arranged?

A It is arranged in classified order according to DDC 20th edition and cataloguing Rules AACR-2 Level 1.

SAMPLE BIBLIOGRAPHIC ENTRIES

1. BOOK BY ONE AUTHOR

On the teaching of Bibliography. Royal School of Librarianship, Kund Larsen.

Copenhagen, 1961 80p

Larsen, Kund. *On the Teaching of Bibliography*. Copenhagen: Royal School of Librarianship, 1961.

2. BOOK BY TWO AUTHORS

A guide to the literature of Chemistry. Crown Press, Herold Barlow and Sam

Morgen. New York: 2nd ed. 50p. 1948.

Barlow, Herold and Sam Morgen. *A Guide to the Literature of Chemistry*. 2nd ed. New York: Crown Press, 1948.

3. **BOOK BY MORE THAN TWO AUTHORS**

A Guide to musical themes. New York: 1957. 50p. 3rd. ed. Evan Carve, et al.1957

Carve, Evan J. et al. *A Guide to Musical Themes*. 3rd. ed. New York: John Wiley, 1957.

4. **BOOK BY EDITOR**

The World's Religions. Intersivity Fellowship, J. N. D. Anderson. (ed.)

Anderson, J. N. D. (ed.) *The World's Religions*. London: Intersivity Fellowship, 1950.

5. **BOOK BY TRANSLATOR**

T. C. Hines, *Bibliography From French into English*, translated by Malcles, L. N., 1973, Scarcrow Press, N.J.

Malcles, L. N. (tr.). *Bibliography From French into English*. by T. C. Hines. N. J: Scarcrow Press, 1973.

8. INSTITUTIONS/ORGANIZATIONS AS AUTHORS

Monthly Check List of State Publications. Library of Congress, Division of Documents, U.S. Govt. Printing Office, 1950. Washington D. C

U. S. Library of Congress, Division of Documents. *Monthly Check List of State Publications*. Washington D. C.: Govt. Printing Office, 1950.

9. PERIODICAL ARTICLE

a)

Ahmad, Husain. "The Library and the Scholar." *Dacca University Library Buletin* 2, no. 3 (1958): 9-10.

b)

Akhtar Hanif. "Problems and Prospects of Children Libraries in Pakistan." *Pakistan Library Buletin* 10, no. 1 (1979): 50-60.

c)

Patterson, Maureen L. P.
"Bibliographical Control for South Asia
Studies." *Library Quarterly* 41(1971):
83-105.

10 **NEWSPAPER ARTICLE**

Jinnah, Fatima. "Libraries are Backbone
of Democracy." *Dawn*, April 18, 1955.
p.1.

LIBRARY EDUCATION IN THE SUBCONTINENT

Q Define Library Science?

A The professional knowledge and skills with which recorded information is selected, acquired, organized, stored, maintained, retrieved, and disseminated to meet the needs of a specific clientele, usually taught at a professional library school qualified to grant the postgraduate degree of M.L.S. or M.L.I.S. (Online Dictionary of Library and Information Science).

Q What is information?

A "An assemblage of data in comprehensible form capable of communication. This may range from Content in any format – written or printed on paper, stored in electronic databases, collected on the Internet etc. -- to the personal knowledge of the staff of an organization" (Harrord's Librarians' Glossary and Reference Book). In simple words information is the knowledge that resides in the human brain, in all electronic and written records, and potentially, in physical artifacts.

Q Define Information Science?

A The systematic study and analysis of the sources, development, collection, organization, dissemination, evaluation, use, and management of information in all its forms, including the channels (formal and informal) and technology used in its communication (Online Dictionary of Library and Information Science).

Q Explain Information Science in simple words?

A The science that is concerned with the gathering, manipulation, classification, storage and retrieval of recorded knowledge. Information Science is the scientific study of that information: how it is created, transmitted, encoded, transformed, measured, used and valued. Information science brings together ideas and technologies from many other disciplines such as social science, computer science, linguistics, management, etc.

- Q** What would be the shortest definition of library education?
- A** The principles, practices or study of library administration is called library education.
- Q** When was the first library training course started in the Sub-continent?
- A** The first library-training course was held in Lahore in 1915 and it was also the first library-training course in Asia. Such training did not exist at all in any British university at that time.
- Q** Name the library expert who started the first library training course in pre-partition India?
- A** Asa Don Dickinson, an American Librarian and a student of Melvil Dewey from New York, who on invitation of the Punjab University, reached Lahore, in 1915 and started a certificate course in library science. It was a post-graduate four-month certificate daytime course but undergraduate working librarians were also allowed to participate in it. The participants were 30 in number. The course continued only for two years and suspended with the departure of Dickinson. However, it was revived in 1918 and was converted into a postgraduate course in 1928. After partition, the programme again remained suspended until 1950. Later on this programme was raised to Diploma level in 1959.
- Q** Where was the second library training course started in British India?
- A** S.R. Ranganathan and K.M. Asadullah started the second library training course at the University of Madras in 1931. The course was similar to that of Asa Don Dickinson started at the Punjab University, Lahore.

- Q Who introduced the modern methods of librarianship first time in British India?
- A Before Asa Don Dickinson, there was no concept of modern methods of librarianship in this region. It was Mr. Dickinson, who for the first time introduced the DDC, cataloguing rules, subject headings, dictionary card catalogue, Newark charging system and taught the participants of this course at the Punjab University Lahore.
- Q Name the book that Asa Don Dickinson wrote on Library Science during his stay at the University of the Punjab?
- A Asa Don Dickinson wrote 'The Punjab Library Primer' in 1916, which is considered the first book on Library Science written by a professional librarian and a teacher in this region.
- Q What do you know about L. C. Key's report?
- A The Government of Pakistan commissioned a team of foreign experts to prepare development plans for the public library services in the country. In this connection, L. C. Key, an Australian library expert visited Pakistan in 1955 under the auspices of Colombo Plan. He submitted his report to the government in 1956. The report recommended establishing one National Library, two provincial libraries and six city libraries in the country but this report did not result in any improvement in the situation. The report also recommended to introduce two full-time post-graduate diploma courses or degree courses in Library Science at the Universities of the Punjab, Lahore, and Dacca.
- Q Name the university that managed to start Diploma Course in Library Science for the first time in Pakistan?
- A University of Karachi has the privilege to start the first

ever Postgraduate Diploma in Library and Information Science in the country in 1956. Master's Degree programme in the subject was offered in 1962, M. Phil. Programme in 1985 and PhD 1987.

Q When did Peshawar University start Diploma Programme in Library Science?

A The Department of Library and Information Science, University of Peshawar started Postgraduate Diploma course, (DLS now BLISc.) with its establishment in 1962 and the Master Degree Programme in the subject IN 1983-84.

Q When was Postgraduate Diploma in Library and Information Science started at the Punjab University, Lahore?

A Postgraduate Diploma in Library and Information Science at the Punjab University, Lahore began in 1959 and Master of Arts in 1974.

Q When did Sindh University start Diploma Programme in Library Science?

A Department of Library and Information Science, University of Sind was established in the year 1970. The Department offered Diploma in Library and Information Science in the same year. M.A. Library and Information Science started in 1974 and M. Phil. Programme in 1983. The University also offers PhD programme in the subject.

Q When did Postgraduate Diploma in Library and Information Science start at Balochistan University?

A A full-fledged Department of Library and Information Science was established in Baluchistan University, Quetta during the year 1980-81. The University started Diploma in the subject in the same year and Masters programme in 1985.

Q When was Library and Information Science Department established in Allama Iqbal Open University, Islamabad?

- A** Library Science Department in Allama Iqbal Open University established in the year 1985 for the education of Library and Information Sciences (LIS). M.A. Library and Information Science started here in spring 2001. There is no postgraduate Diploma/BLIS programme in the subject like other universities in the country. However, some subjects of Library Science are being taught here as optional subjects at graduation level, and called BLIS. Certificate in Librarianship is also being offered at this university.
- Q** Are there other institutes in the country, which offer under-graduate programmes /courses in Library Science?
- A** Library Associations and private institutions in Pakistan have also introduced a number of under-graduate programmes in the non-university setting in the country. These courses have definitely been useful for the library supporting staff. Library science as optional subject is also being taught at intermediate level.
- Q** How many colleges in Pakistan teach Library Science subject at intermediate level?
- A** The subject of Library Science at Intermediate and Bachelor levels has been introduced in Pakistan. More than 60 colleges through out Pakistan are teaching the subject.
- Q** As a librarian, do you think that courses offered in Library and Information Science by Pakistani universities are in accordance with the needs of the time?
- A** Although library schools in the country have attempted to modernize the courses by incorporating concepts of information science, yet the syllabi need overhauling. New trends in librarianship, basic and advanced computer courses should also be included for better results. It is encouraging to note that almost all Library Science Schools in the country have established their own labs on campus to provide

students with hands-on experience for learning basic IT skills. The Schools have also managed to provide access to Internet resources to faculty, students, and researchers. HEC digital library provides free full text access to numerous databases.

Q What is the present situation of in-service training for librarians in the country?

A In-service training is very important for newly appointed librarians to be acquainted with the profession. However, the provision of in-service training and refresher courses for librarians almost does not exist in the country. However, it is worth mentioning here that recently, a full-fledged Human Resource Development Centre for library professionals has been established at National Library of Pakistan, Islamabad. Although the Centre is in its initial stage yet it is hoped that it would provide excellent in-service training facilities to library professionals in coming days in the country.

Q Pakistan Library and Information Science Journal (PLISJ) is published from which city of Pakistan?

A Pakistan Library & Information Science Journal (PLISJ), known as Pakistan Library Bulletin (PLB) till 2003, is published from Karachi since 1966. It is a regular quarterly publication. Dr. G. A. Sabzwari was its founding chief editor and he is still performing this responsibility.

Q Name the organization that has published maximum number of books on Library Science and other library literature in Pakistan?

A Library Promotion Bureau Karachi, established in 1966 has published maximum library literature.

Q Who wrote "Hawalajate Khidmat" a book on Library Science?

A Dr. Nasim Fatima and Raees Ahmad Samdani.

Q Who produced the monthly journal 'The Library World' and when?

A J.D. Brown in 1898.

Q Name the Library Science periodical published by University of Chicago?

A 'Library Quarterly'

Q When was Asa Don Dickinson born?

A Asa Don Dickinson was born in New York in 1876 and died in 1960.

Q Name the Institution in British-India where the first regular training course in librarianship was started?

A The Punjab University, Lahore was the first university in the world outside the United States that introduced regular training course in librarianship in 1915.

Q Who is called the founding father of modern librarianship in British India?

A Asa Don Dickinson.

Q How was the profession of librarianship started in the world?

A It is believed that librarianship, as a profession came into being because of the missionary movement of Christian Churches in the United States.

Q Who wrote *Avis Pour dresser une bibliotheque*?

A It was an early book about libraries, written by Gabriel Naude, and published in 1627.

Q When was the first conference of librarians held?

A It took place in New York in 1853.

Q When was full-time library training course started in Great Britain in a non-university setting?

A London, 1885.

Q When did the London University start its first full-time Diploma Course in Librarianship and Archives?

A It was started in 1919.

Q When and where was the first All-India Conference of Librarians held?

A It was held at Lahore, from 4-8 January, 1918. This conference was convened by the Government of India.

Q Who started India's first Degree Course in Library Science?

A S. R. Ranganathan, at Delhi University in 1947.

Q Name the first Pakistani Librarian who received BLS degree from McGill University, Canada?

A Abdur Rahim Khan, Librarian Punjab University, Lahore who received BLS Degree in 1954.

Q When Dr. Abdul Moid died?

A 15th January 1984.

Q What does PLA stand for?

A Pakistan Library Association.

Q When was PLA founded?

A It was formed in Karachi in March 1957.

Q Name the predecessor organization of PLA?

A Pakistan Bibliographical Working Group, formed in 1950. It is said that PBWG played an important role in the formation of PLA.

Q When did PBWG come into being?

A It was established in 1950 on the recommendation of UNESCO. Prominent librarians, educationists, intellectuals and writers played important role in its creation. The main purpose behind its creation was to develop bibliographical sources in Pakistan. PBWG published Retrospective Pakistan National Bibliography from August 1947 to 1961.

Q What are the various Objectives of PLA?

A The aims and objectives of PLA are

- The establishment of comprehensive library services throughout Pakistan.
- The achievement of better organization of libraries by arranging technical advice and assistance to library authorities.
- The promotion of study and research in library science and dissemination of information about current trends, theories and practices in the field of librarianship.
- The improvement of the status and professional standing of library workers and for safeguarding their interests.
- For such other ends as shall further the cause of libraries and librarians of Pakistan.
- The association shall act as a liaison between Pakistani organizations of similar aims and

objectives and those outside Pakistan and shall strive for mutual co-operation.

- Q Where is the headquarter of Pakistan Library Association?
- A There is no permanent headquarter of PLA. Office of this association rotates between Karachi, Lahore, Islamabad, Peshawar and Quetta every two years.
- Q Who can become member of PLA?
- A The PLA is a registered body under societies Act XXI of 1960. Its membership is open to all library professionals of the country.
- Q What does the acronym SPIL stand for?
- A Society for Promotion and Improvement of Libraries (SPIL).
- Q When was SPIL formed?
- A SPIL was formed in 1960 by some intellectuals of Karachi city. It played a vital role in the development of libraries and librarianship in the country and moulded public opinion in favour of development of libraries in Pakistan.
- Q In which year Library Promotion Bureau was established?
- A Library Promotion Bureau was established in 1965 in Karachi by the efforts of famous personalities in the field of librarianship. The main purpose of this organization is to produce quality literature in the subject of Library Science in the country. The Bureau, since its establishment has published a number of bibliographies, directories, text books of library and information science both in English and Urdu.
- Q Name any publication of Library Promotion Bureau?
- A The Bureau publishes Pakistan Library and Information Science Journal (formerly known as Pakistan Library Bulletin), a quarterly journal of international standard.

Q What does KULSAA stand for?

A Karachi University Library Science Alumni Association. It was formed in 1957 in Karachi with its mission to promote library activities in the country and also to share the memories among the old students of library science.

Q Who was the first President of PLA?

A Dr. Mahmood Hussain.

Q Name the first Secretary General of PLA?

A Dr. Abdul Moid.

Q What does PULSAA stand for?

A Punjab University Library Science Alumni Association, formed in 1990, at Lahore.

Q What does PASTIC stand for?

A Pakistan Scientific and Technical Information Centre, founded in 1957.

Q What does IFLA stand for?

A International Federation of Library Associations and Institutions, founded in 1927, in Scotland on the occasion of an international conference, registered in 1971 in Netherlands. The Head office of IFLA is in the Hague, Netherlands.

Q What is the mission of IFLA?

A Being an international body, IFLA represents the interests of library and information services and their users. It is a global voice of the library and information profession. It has more than 1700 members and one hundred and fifty countries have obtained membership of IFLA.

Q Where is IFLA's regional office for Asia?

A Bangkok, Thailand.

Q For what period is IFLA's Medium Term Programmes (MPT) limited?

A They are for a period of five years.

Q Name any publication of IFLA?

A IFLA Journal (quarterly).

Q Who grants IFLA membership?

A IFLA Executive Board.

Q What is IFLANET?

A IFLA Website.

Q What does ALA stand for?

A American Library Association, founded in Philadelphia in 1876 by Melvil Dewey and Charless Ammi Cutter.

Q What is the Mission of ALA?

A Its mission is "to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all."

Q ALA works for various Purposes. Explain them?

A The main purpose is to increase the usefulness of books through the improvement and extension of library services. As the major professional association for librarians and libraries, it seeks to maintain high standards for all branches of library service through functions ranging from the accreditation of library training schools to the recognition of outstanding books. Being a non-profit organization, ALA works for the promotion of libraries and library education internationally.

Q Where is the Head Quarter of ALA?

A Chicago, America.

Q Name the oldest Library Association of the world?

A The American Library Association

Q ALA annually confers Awards on notable books, media. Name them?

A They are Caldecott Medal, Dartmouth Medal, Newbery Medal, Michael L Printz Award, and the Stonewall Book Award.

Q What does COMLA stand for?

A Commonwealth Library Association, founded in Jamaica, 1971.

Q What does FID stand for?

A International Federation for Information and Documentation, created in 1895 in Brussels. Its previous name was International Federation for documentation, since 1937. It is worth-mentioning here that due to financial crisis, FID has recently closed down all its offices.

Q What does ILA stand for?

A Indian Library Association was founded on the occasion of the first All India Library Conference in Calcutta in the year 1933. The conference was convened by Mr K M Asadullah.

Q Name the first Life member of ILA?

A S.R. Ranganathan, who devised the Colon Classification.

Q Where is the Head Quarter of ILA?

A New Delhi, India.

Q When was the Library Association founded?

A It was founded in 1877 as the Library Association of United Kingdom.

Q When was Library Association of Australia founded?

A It was founded in 1949.

Q What does WCOMLIS stand for?

A The World Congress of Muslim Librarians and Information Scientists (WCOMLIS). It is one of the congresses that gather information about professionals consisting of librarians, information scientists, information managers, etc., from Islamic and non-Islamic countries all over the world.

DISASTER MANAGEMENT IN LIBRARIES

Q What is a disaster?

A Disaster is an emergency, which is out of control. It can strike quickly and without any warning. It brings great damage, loss, destruction and devastation to life and property.

Q Define Disaster Management?

A The actions taken by an organization in response to unexpected events that are adversely affecting people or resources and threatening the continued operation of the organization. Disaster management includes the development of disaster recovery plans, for minimizing the risk of disasters and for handling them when they do occur, and the implementation of such plans. Disaster management usually refers to the management of natural catastrophes such as fire, flooding, or earthquakes.

Q What is meant by disaster preparedness in libraries?

A Steps taken by a library or archives to prepare for serious damage to facilities, collections and/or personnel in the event of a major occurrence such as a fire, flood or earthquake, including preventive measures, formulation of an effective disaster plan, maintenance of adequate insurance, etc (Dictionary for Library and Information Science).

Q How disaster plan is prepared in libraries?

A Disaster plan means a set of written procedures prepared by the library staff to deal with an unexpected occurrence that has the potential to cause injury to personnel or damage to equipment, collection and facilities.

Q Usually, what kind of crime is committed in libraries?

A Theft of books and other library materials and personal belongings of staff and users, damaging books, library buildings, fittings and equipment, attacks on staff and users, and other anti-social

behavior in library premises.

Q What are the various effects of disaster in the concerned area?

A Generally, disaster has the following effects in the concerned area:-

- It completely disrupts the normal day to day life.
- It negatively influences the emergency systems.
- Normal needs and processes like food, shelter, health, etc. are affected and deteriorated depending on the intensity and severity of the disaster.

Q Name the various types of disaster?

A They are :-

- Natural disasters.
- Technical disasters.
- Man-made disasters.

Q Explain natural disaster with examples?

A A natural disaster is the effect of a natural hazard that affects the environment, and leads to financial, environmental and/or human losses. Examples

- Flood and cyclone
- Drought and earthquake
- Cold wave and thunderstorms
- Heat waves and mud slides
- Biological damages: mold and pests.
- Air quality: temperature and humidity.
- sinkholes, etc.

Q Describe man-made disasters?

A Man-made disasters are events which, either intentionally or by accident causes severe threats to public health and well-being because their occurrence

is unpredictable. Examples:-

- Bomb threat./bomb explosion
- Criminal activities
- Theft and vandalism
- Terrorism: building takeover and hostage situation, etc.
- Fire
- Environmental pollution
- Wars
- Industrial disaster/ crisis
- Chemical pollution

Q What are technical disasters?

A They are :-

- Collapse of shelving and other indoor structural accidents.
- Computer system failure.
- Elevator failure.
- Power failure.
- Heating and cooling system failure.
- Telecommunication failure, etc.

Q What preparations are made for mitigating disasters in Libraries?

A To meet any kind of disaster, the following precautionary steps are taken

- Arranging appropriate fire extinguishers.
- Installing emergency evacuation route signs for study rooms and other concerned departments.
- Providing hang tags for evacuation procedures.
- Purchasing plastic sheeting to cover equipment and materials (recommended: 4mm thick)
- Setting library alarm system to automatically call a monitoring agency, especially at night

and at weekends.

- Use of thermometers and humidity gauges in the library.
- Testing emergency lighting system and alarms every month to see if they are in good working condition.
- Providing training to library staff.
- Having one master key available for emergency use.
- Purchasing a shop-vac for water removal.
- Obtaining dehumidifiers

Q What immediate measures should be taken if fire disaster strikes in the library?

- A**
- Sound alarm to evacuate the people in the building.
 - The concerned staff should identify the location of the fire.
 - Call the concerned authorities.
 - If it is safe to do so, attempt to extinguish the fire with portable fire-fighting equipment.
 - Evacuation of the building should begin immediately after the fire has been positively identified and cannot be extinguished by a staff member using fire extinguishers.
 - Do not use elevator, use stairs only.

Q What actions should be taken if flood / Water leakage occurs in the library?

- A**
- Staff should determine exact location and source of the problem.
 - Call the concerned authorities.
 - If electrical system has not been disconnected this could cause disastrous consequences. Unplug the electrical equipment in the area.

immediately if you can safely do so.

- If water is coming from above, get plastic sheeting and cover the collection.
- If water is coming from below, move collection to higher shelves or book trucks.
- When area is safe, remove items in order of priority.
- The building needs to be evacuated only in case of major water damage and when structural damage can be expected.

Q What measures should be taken against theft and vandalism in the library?

- A**
- Install cameras and other detective devices.
 - Remain calm and do not confront the perpetrator.
 - Alert staff member on duty to keep a check on the violator.
 - Get a good description in case the perpetrator leaves before security staff arrives.
 - Ask user politely to stop the criminal activities. If user won't stop then call the security immediately

Q What options are available for treating water-damaged materials?

- A** Vacuum freeze-drying and air-drying are the common methods of salvaging water-damaged materials.

Q List out the Public Emergency Services available in your city, which could be approached for help during a natural disaster.

A They are:-

- Police
- Traffic Police
- Fire Brigade

- Edhi Ambulance Service
- Rescue 115
- Rescue 112
- Disaster Management Authority
- Blood Bank etc.

Q Specify the measures to be taken in buildings in case of fire accident?

- A**
- Calmly leave the apartment, closing the door behind you. Remember the keys!
 - Pull the fire alarm near the closest exit, if available, or raise an alarm by warning others.
 - Leave the building by the stairs.
 - Never use the elevator during fire

Q Name the most common form of disaster?

- A** Fire and water are the two most common forms of disaster.

MAINTENANCE AND CONSERVATION OF LIBRARY COLLECTION

Q What is meant by maintenance work in libraries?

A Library acquires documents, which are then technically processed and made available to the readers. It is important that these documents must be in order on the shelf as well as in good physical condition. Library materials must be properly displayed so that the users can select documents of their own interest in the least possible time. This is therefore, called maintenance work in libraries.

Q Define shelving?

A "The act of putting books away in their proper places on the shelves of a library," (Librarian's Glossary). Locating specific book quickly becomes possible only when it is shelved in a logical, structured system.

Q What are the various shelving methods?

- A**
- Classified arrangement
 - Broken order
 - Parallel arrangement
 - Block arrangement
 - Ribbon arrangement

Q What are the various Stacking systems?

- A**
- Double rows on fixed shelves
 - Hinged stacks
 - Bracket stacks
 - Multi-tier stacks
 - Rolling stacks
 - Compact storage

Q Define stocktaking/ stock verification?

A "The process of taking stock by checking records of books processed with copies on the shelves or records of books on loan" (Librarian's Glossary). In simple words, systematic check of the library holdings for finding out missing items there from is called stock verification or stocktaking.

Q Why Stocktaking/Stock Verification is done in libraries?

A Stock verification provides the following opportunities

- To write off lost books.
- To replace those books which have been lost and are in heavy demand.
- To repair damaged books.
- To ascertain that all materials acquired by the library can be accounted for.
- Prepare list of lost books.
- Correct placement of misplaced books.
- Extending new opportunities for cleaning up stack areas.

Q Mention some disadvantages of stock verification?

A They are :-

- Closure of library for stock verification purpose causes troubles for library users.
- Results of stock verification sometimes remain incomplete.

Q What is meant by shelf rectification?

A It is a process where misplaced books are placed in their proper places by shelf reading.

Q What methods are used for stock verification in libraries?

A Stocktaking can be done by the following methods :-

- **Shelf List method:** shelf list card is used to verify the availability of items on the shelf.
- **Accession Register method:** the availability of an item on the shelf is duly marked against the accession number given in the access register.
- **Access Numbers on Sheets Method:-** Accession numbers are listed on loose sheets.

In addition to the above, numerical counting of books and computer application are also in practice.

Q What is weeding?

A The process of withdrawing documents from the shelves for transferring them to storage or discarding them permanently is called weeding. Weeding is done in libraries for the following reasons :-

- To allow space for new material
- To ensure easier access to collections

Q Describe the basic criteria for weeding?

A There are different basic criteria for weeding :-

- Physical conditions: brittle and pest-infested documents are removed.
- Duplication: multiple copies of documents are reduced.
- Outdated editions: older editions are replaced by new editions.
- Poor contents: poor contents may be discarded against better text keeping in view the author, title, publishers etc.
- Use: less used materials are removed.
- Language: documents published in the language not common, are discarded.

Q What is bookbinding? Why is it done in libraries?

A "The art, trade or profession of binding books". (American Heritage Dictionary). Binding is an important work in libraries which keeps the books and other library material in proper physical conditions.

Q How are books selected for binding?

A Damaged books are chosen from library stock during shelving and stock verification. Books for binding may also be chosen at the time of issuing or returning by

users.

Q What type of books/materials should be bound?

A A binding slip should be prepared containing information regarding, author, title, call number, accession number and colour of binding, etc. before sending the document to binding section. The following types of material should be bound:-

- Books with weak publisher casing.
- New paperback books.
- Damaged books.

Q What is meant by re-casing?

A The insertion of book into its original cover with or without re-sewing

Q What is re-back Binding?

A To repair a book by providing a new spine without re-covering the sides or re-sewing.

Q Name the tools/materials used in binding?

- A
- Paper cutting machine
 - Wire stitching machine
 - Pressing machine
 - Cloth, paperboard, leather ragzine, glue, etc.

Q What is spiral binding ?

A "A binding for notebooks and booklets in which a cylindrical spiral of wire or plastic is passed through a row of punched holes at the edge of a tablet" (American Heritage Dictionary).

Q Explain illuminated binding?

A A term used for all bindings which included extra colours, but particularly to those where a design was blocked in blind and the outline afterwards filled in with colour

Q What is imitation binding?

A A new binding made to represent an old style

Q Define library binding?

A "An especially strong binding to enable library books to withstand considerable use. This is achieved by a number of means, but particularly sections, sewing

the sections on tapes and using specially durable cloth" (Librarian's Glossary).

Q What is concealed binding?

A A term sometimes used to indicate a mechanical binding concealed within a wraparound cover.

Q Explain stationary binding?

A A form of bookbinding which deals with books meant to be written in, such as ledger, record and account books, passports, bankbooks, receipt books, etc.

Q What is meant by coil binding?

A A form of mechanical binding used for art reproductions, commercial catalogues, instruction books, books in single sheets, etc.

Q Explain edition binding?

A Edition binding usually involves the production of a type of binding known as case binding, generally in hard cover.

Q What is perfect binding?

A A method of securing loose leaves into a solid text book by means of an adhesive rather than by means of sewing, stitching, etc.

Q Describe horn binding?

A Binding consisting of hard, white, smooth polished vellum.

Q What is China clay ?

A A white powdery material arising from the decomposition of granite feldspar.

Q What does bibliopegy mean?

A The art or craft of binding books. This term is more applied to the craft of binding books by hand.

Q Define 'conservation' of library materials?

A "The conscious, deliberate and planned supervision, care and preservation of the total resources of a library archives or similar institution, from the injurious effect of age, use (or misuse), as well as external or internal influences of all types, but

especially light, heat, humidity and atmospheric influences" (A Dictionary of Descriptive Terminology).

Q Why books get damaged? What steps should be taken to avoid it?

A Books are damaged by dust, dirt, insects and dampness. The books may be cleaned with soft duster. Use of vacuum cleaner may be made for removing dust.

Q Name the insects which damage books and other library materials?

A There are several kinds of insects which damage books due to poor house keeping. Such common insects are :-

- White ants
- Mice
- Booklice
- Silver fish
- Cockroaches
- Firebrat
- Termite

Q What is silver fish? How does it damage the library material?

A A small wingless silvery insect, which flourishes in a damp environment, feeding on the glazed surfaces of photographs, paperboards and paste. It does extensive damage to book collections. It can be destroyed by proper fumigation but the best method is to create a cool, dry environment, which the insect can not tolerate.

Q How does booklice/deathwatch damage book materials?

A A very small wingless insect that attacks papers and books materials. It flourishes on mould and mildew.

Q What is bookworm?

A It is a larval form of a moth or beetle that damages books and other printed materials by boring small holes through leaves and binding.

Q What is lamination?

A A method of preserving old and frail papers by placing the sheet between two layers of a transparent thermo-plastic material which when subject to heat under pressure makes an effective seal against atmospheric conditions.

Q How many types of lamination are there?

A There are two main lamination methods: hot lamination and cold lamination. Hot laminators use material that has a heat-activated adhesive (glue). Cold laminators, on the other hand, use a pressure-sensitive adhesive that requires no heat.

Q What are the four famous enemies of libraries?

A

- Fire
- Water
- Vermin and
- Human beings

Q What kind of physical shaped buildings are more suitable for libraries?

A 'H' and 'B' shaped buildings are considered more suitable for library buildings.

Q *What precautionary measures should be taken in preservation and maintenance of collection?*

A

- The staff should be aware of the dangers presented by pests and should report any signs of infestation immediately.
- A professional pest control company should perform periodic pest control.
- Eating and food storage should be prohibited.
- Regular fumigation procedures should be performed on all appropriate incoming materials. Temperature and humidity levels should be kept as stable and as near the ideal as possible.
- Books should be dusted thoroughly with soft duster and with vacuum cleaner frequently.
- Books should be prevented from heat and

dampness.

Q What should be the Constant Temperature and humidity for various materials in the library?

A

- Books and manuscripts should be stored at a constant temperature of 60 F./16C
- Photographs should be stored at a constant temperature of 55 F./12C
- The relative humidity level should be a constant 50%.

Q What is fumigation and why it is carried out in libraries?

A It is a process of exposing archival materials to the vapour of a volatile substance, or poisonous chemicals in order to destroy mould and insects.

Q What should be the average room temperature for fumigation?

A 40 to 50 degree C.

Q Name a few Chemicals, which are used for Fumigation?

A

- Thymol
- Methyl Bromide
- Chloropicrin
- Carbon tetrachloride
- Hydrogen cyanide

Q What is fumigation chamber?

A It is an almirah-like cabin where books are kept for fumigation in a certain temperature and then chemicals are applied to destroy the insects.

Q What is a monuments room?

A A room where archives are kept.

RESEARCH

Q Define research?

A There is no watertight definition of research. We may say that it is a careful, systematic, patient investigation undertaken to discover or establish facts and relationships.

Q How does C.V. "Good" define research?

A "Ideally, the careful, unbiased investigation of a problem, based insofar as possible, upon demonstrable facts and involving refined distinctions, interpretations, and usually some generalization."

Q Where does the word "research" come from?

A It comes from the French word 'recercher' which means to search again or survey.'

Q What is meant by literature review in research?

A The process of reading, analyzing, evaluating, and summarizing scholarly materials on a specific topic is called literature review. The results of a literature review may be compiled in shape of a research article, thesis, or grant proposal.

Q Why literature review is important in research?

A It is important because it helps the researcher to find out what literature exists in his/her area of research.

Q Explain operations research?

A The application of scientific methods to management and administration of military, government, commercial, and industrial systems is called operations research. In other words operations research is the discipline of applying advanced analytical methods to help make better decisions. By using techniques such as mathematical modeling to analyze complex situations, operations research gives executives the power to make more effective decisions and build more productive systems based on more complete data, consideration of all available options, careful predictions of outcomes and estimates of risk and the latest decision tools and techniques.

Q What is action research?

A Action research is known by many other names, including participatory research, collaborative inquiry, emancipatory research, action learning, and contextual action research. Simply, action research is "learning by doing". For example, when a group of people identify a problem, do something to resolve it, and then see how successful their efforts were, if not satisfied; they try again to get the desired result. While this is the essence of the approach, there are other key attributes of action research that differentiate it from common problem-solving activities that we all engage in every day.

Q What is the purpose of action research?

A "Action research...aims to contribute both to the practical concerns of people in an immediate problematic situation and to further the goals of social science simultaneously. Thus, there is a dual commitment in action research to study a system and concurrently to collaborate with members of the system in changing it in what is together regarded as a desirable direction. Accomplishing this twin goal requires the active collaboration of researcher and client, and thus it stresses the importance of co-learning as a primary aspect of the research process."

Q What are the ethical issues in action research?

A Because action research is carried out in real-world circumstances, and involves close and open communication among the people involved, the researchers must pay close attention to ethical considerations in the conduct of their work. Richard Winter (1996) lists a number of principles. They are:

- "Make sure that the relevant persons, committees and authorities have been consulted, and that the principles guiding the work are accepted in advance by all.

- All participants must be allowed to influence the work and the wishes of those who do not wish to participate must be respected.
- The development of the work must remain visible and open to suggestions from others.
- Permission must be obtained before making observations or examining documents produced for other purposes
- Descriptions' of others' work and points of view must be negotiated with those concerned before being published.
- The researcher must accept responsibility for maintaining confidentiality"

Q Explain experimental research?

A An attempt by the researcher to maintain control over all factors that may affect the result of an experiment. In doing this, the researcher attempts to determine or predict what may happen.

Q Explain quantitative research?

A Quantitative research involves gathering data that is absolute, such as numerical data, so that it can be examined in as unbiased as manner as possible.

Q What is qualitative research?

A Qualitative research is a much more subjective form of research, in which the research allows themselves to introduce their own bias to help form a more complete picture. Qualitative research will be much less concrete than pure numbers as data. Instead, qualitative research may yield stories, or pictures or descriptions of feelings and emotions.

Q What is meant by meta-analysis?

A Meta-analysis is the statistical synthesis of the data from a set of comparable studies of a problem, and it yields a quantitative summary of the pooled results. It

is the process of aggregating the data and results of a set of studies, preferably as many as possible that have used the same or similar methods and procedures, analyzing the data from all these combined studies, and thereby generating larger numbers and more stable rates and proportions for statistical analysis and significance testing than can be achieved by any single study.

Q What is historical research?

A Historical research is the process of systematically examining of past events to give an account what has happened in the past. It is a flowing, dynamic account of past events which involves an interpretation of these events in an attempt to recapture the personalities and ideas etc. that influenced these events.

Q What are the two indirect methods of conducting information need surveys?

A The are followings

- Analysis of library record
- Citation analysis

Q What do you understand by case study?

A A case study is a research methodology common in social science. Case study always undertakes study of a social unit. It looks individual group or set of relationship such as entire culture and events as one social unit. Goode and Hatt say "the case study then is not a specific technique. It is a way of organizing social data so as to preserve the unitary character of the social object being studied.

Q What is 'testing' in research?

A A standard practice using statistical methods, usually analytical observational studies, to differentiate between two hypotheses. For example, the user assumes that vaccination against a particular disease reduce the prevalence of the disease, and then tests the hypothesis.

Q Explain hypothesis and discuss its importance in research?

A Hypothesis can be explained as tentative assumption and proposition suggested for the solution of the problems. The word hypothesis is compound of two words 'hypo' and 'thesis'. Hypo means 'under' or 'below' and 'thesis' explains the meaning of "rational viewpoint". Thus hypothesis signifies the concept which is not reasoned fully. Hypothesis has a very important role in research despite the fact that it occupies a very small space in the body of thesis. It is almost impossible for a research worker not to have one or more hypothesis before proceeding with his work.

Q What is meaning of survey research?

A Survey research is one of the most important areas of measurement in applied social research. The broad area of survey research encompasses any measurement procedures that involve asking questions of respondents. A "survey" can be anything from a short paper and pencil feedback form to an intensive one-on-one in-depth interview.

Q What is meant by sampling in research?

A Sampling is the process of selecting units (e.g., people, organizations) from a population of interest so that by studying the sample we may fairly generalize our results back to the population from which they were chosen. Frank Yates has opinion that "sampling is the selection of an aggregate of material to represent the whole aggregate, is long established practices" Thus a sample representing the aggregate based on certain measure is known as statistics.

Q What is applied research?

A Applied research refers to scientific study and research that seeks to solve practical problems. Applied research is used to find solutions to everyday problems, cure illness, and develop innovative technologies. Psychologists

working in human factors or industrial/organizational fields often do this type of research.

Q What is meant by bibliometric method in research?

A Bibliometrics is a type of research method used in library and information science. It utilizes quantitative analysis and statistics to describe patterns of publication within a given field or body of literature. Researchers may use bibliometric methods of evaluation to determine the influence of a single writer, for example, or to describe the relationship between two or more writers or works.

Q What are Data?

A Strictly speaking, data are the plural of datum, a single piece of information. In practice, however, people use data as both the singular and plural form of the word. Data can exist in a variety of forms as numbers or text on pieces of paper, as bits and bytes stored in electronic memory, or as facts stored in a person's mind. The word data has been derived from Latin word datum meaning item of information. In computer language, data is a form of information suitable for processing by computer, such as digital representation of text, numbers, graphic images and sounds, etc.

Q Name the three different types of data, recognized now?

A

- Factual data
- Scientific and technical data
- Socio-economic data

Q What are the various sources of data?

A Types of data and its sources are valuable wealth which broaden the skill of analysis and view points of researcher. Data may be of three types. (a) Primary data. (2) Secondary data (3) Tertiary data.

Q Explain primary data?

A Primary source/ data is based on primary sources in which researcher uses his particular method to design, construct and generate data. For primary data,

researcher directly conducts field survey and he/she is required to control any prejudices and prior analysis. Primary data is very significant because of its quality control and is always first in its kind. Data from primary sources may be gathered through participant observation, conferences and other methods. A primary source is a first-hand account of an event, time period, or philosophical era.

A primary source may include

- Diaries, journals, speeches, letters, interviews, office memos and other papers if the author was present at the event being written about.
- Memoirs and autobiographies which are describing events that the author was present for.
- Government documents, such as census records.
- Reports and minutes of organizations that reflect events, conditions and ideas of the time.
- Books, journals and newspapers written at the time of the event in question.
- Photographs, audio tapes, and film that document an event.
- Research data documenting scientific experiments at the time
- Documentation of ideas or psychology of a time may be found in popular fiction, films, educational material, etc.
- Artifacts of all kinds, which may include buildings (architecture), household items, cave drawings, clothing, paintings, pottery. They are used so that you can form your own opinion, based on the facts. They allow you to understand how people feel, at the time, about an event or a person.

Q What is meant by secondary data?

A Secondary source/data is such data which is already being collected by someone else either for getting general information or some specific research project. In simple words, information that has been gathered by researchers and recorded in books, articles, etc. "Secondary sources are research reports that use primary data to solve research problems, written for scholarly and professional audiences. Researchers read them to keep up with their field and use what they read to frame problems of their own by disputing other researchers' conclusions or questioning their methods. You can use their data to support your argument, but only if you cannot find those data in a primary source." (Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*. University of Chicago Press, 2008) "Source one step removed from the original; often an evaluation of, commentary on, or summary of primary sources, or a critical study. Examples: critical reviews, biographies, journal articles, historical studies, and second-person reports" (adapted from *The Research Paper* by Audrey J. Roth).

Q What is tertiary source?

A Tertiary source/data is obtained from secondary sources based upon research analysis generated by researchers. The analysis of data includes the classification, categorization and detail discourse. Tertiary sources are more reliable than others. Examples are government documents, census reports, etc.

Q What is scientific research?

A Systematic observation of phenomena for the purpose of learning new facts or testing the application of theories to known facts; -- also called scientific research. This is the research part of the phrase "research and development" (R&D). The distinctive

characteristic of scientific research is the maintenance of records and careful control or observation of conditions under which the phenomena are studied so that others will be able to reproduce the observations. It is often conducted in a laboratory.

Q What is basic research?

A Research directed towards the increase of knowledge, the primary aim being a greater knowledge or understanding of the subject under study. Basic research raises theoretical and conceptual issues and demonstrates academic orientation and detached skill.

Q What are the various steps in research process?

A Several steps are involved in research process but following are considered as basic steps :-

- Formulate the question
- Get background information
- Refine the search topic
- Consider the resource options
- Select the appropriate tool
- Use the tool
- Locate the materials
- Analyze the materials
- Organize and write
- Compose the bibliography

Q What is research design?

A Research design can be thought of as the structure of research -- it is the "glue" that holds all of the elements in a research project together.

Q What is questionnaire?

A A questionnaire is a means of eliciting the feelings, beliefs, experiences, perceptions, or attitudes of some sample of individuals. As a data collecting instrument, it could be structured or unstructured. The

questionnaire is most frequently a very concise, preplanned set of questions designed to yield specific information to meet a particular need for research information about a pertinent topic. The research information is attained from respondents normally from a related interest area.

Q What is the difference between 'inductive' and "deductive" research?

A Inductive and deductive reasoning are two methods of logic used to arrive at a conclusion based on information assumed to be true. Both are used in research to establish hypotheses. Deductive reasoning arrives at a specific conclusion based on generalizations. Inductive reasoning takes events and makes generalizations. Deduction is in some sense the direct application of knowledge in the production of new knowledge. Inductive reasoning is essentially the opposite of deductive reasoning. It involves trying to create general principles by starting with many specific instances. Many people distinguish between two basic kinds of argument: inductive and deductive. Induction is usually described as moving from the specific to the general, while deduction begins with the general and ends with the specific; arguments based on experience or observation are best expressed inductively, while arguments based on laws, rules, or other widely accepted principles are best expressed deductively.

Q Name the various conventional methods used for conducting information need surveys?

A They are :-

- Questionnaire method
- Interview method
- Diary method
- Observation by self method
- Operations research study

Q What are various types of questionnaire?

A Questionnaire can be classified on the basis of its structure, such as 'structured questionnaire', 'unstructured questionnaire' and 'pictorial questionnaire'.

Q What is 'Structured Questionnaire'?

A Structured questionnaire is one which suggests concrete and definite. It is constructed earlier. It is used in the studies of public opinion, policies and public issues.

Q What is unstructured questionnaire?

A In unobstructed questionnaire flexibility of subject matter is significant for the study. It is used in intense study of limited number of cases. It is generally used for obtaining viewpoint, attitude and assessment of relationship and group cohesion.

Q Explain pictorial questionnaire?

A Pictorial questionnaire is the one in which pictures are used for studying the attitude. Such studies promote interest among respondents. It is extensively being used for children.

Q Explain interview?

A An interview is a direct face-to-face attempt to obtain reliable and valid measures in the form of verbal responses from one or more respondents. It is a conversation in which the roles of the interviewer and the respondent change continually

Q What is retroductive research?

A Retroductive research strategy involves the building of hypothetical models as a way of uncovering the real structures and mechanisms which are assumed to produce empirical phenomena. The model, if it were to exist and act in the postulated way, would therefore account for the phenomena in question. In

constructing these models of mechanisms that have usually never been observed, ideas may be borrowed from known structures and mechanisms in other fields.

Q Explain abductive research?

A The abductive research strategy is used by Interpretive to produce scientific accounts of social life by drawing on the concepts and meanings used by social actors and the activities in which they engage.

Access to any social world is by the accounts given by the people who inhabit it. These accounts contain the concepts that people use to structure their world - the meanings and interpretations, the motives and intentions which people use in their everyday lives and which direct their behaviour.

Abduction/Interpretivism acknowledges that human behaviour depends on how individuals interpret the conditions in which they find themselves and accepts that it is essential to have a description of the social world on its own terms. It is the task of the social scientist to discover and describe this world from an 'insider' view and not impose an 'outsider' view.

Q What are the various methods of research?

A There are nine basic methods of research. They are

- Historical Method: To reconstruct the past objectively and accurately, often in relation to the tenability of a hypothesis.
- Descriptive Method: To describe systematically a situation or area of interest factually and accurately.
- Development Method: To investigate patterns and sequences of growth and/or change as a function of time.
- Case and Field Method: To study intensively the background, current status, and environmental interactions of a given social unit, and individual, group, institution or community.

- Co-relational Method: To investigate the extent to which variations in one factor correspond with variations in one or more other factors based on correlation coefficients.
- Causal-comparative Method: To investigate possible cause-and effect relationships by observing some existing consequence and searching back through the data for plausible causal factor.
- True Experimental Method: To investigate possible cause-and effect relationships by exposing one or more experimental groups to one or more treatment conditions and comparing the results to one or more control groups not receiving the treatment (random assignment being essential).
- Quasi-Experimental Method: To approximate the conditions of the true experiment in a setting, this does not allow the control, and or manipulation of all relevant variables.
- Action Method: To develop new skills or new approaches and to solve problems with direct application to the classroom or other applied setting.

Q What is intensive research?

A "Having or requiring a relatively large expenditure on research and development in comparison to capital and labor" (The American Heritage Dictionary).

Q What are the characteristics of a good questionnaire?

A (a) It deals with a significant topic. The significant should be clearly and carefully stated on the questionnaire. (b) It seeks only information, which can not be obtained, from other sources. (c) It should be short as possible. (d) It should be attractive in appearance and neatly arranged. (e) The directions should be clear and complete. (f) The questions should be objective with no suggestions. (g) The questions should be presented in good order proceeding from general to specific.

Q What is a research problem?

A A research problem is the situation that causes the researcher to feel apprehensive, confused and ill at ease. It is the demarcation of a problem area within a certain context involving the WHO or WHAT, the WHERE, the WHEN and the WHY of the problem situation.

Q Explain covert research?

A This type of research is carried out without the knowledge or consent of those being studied. Covert research may be associated with different processes where the ethical issues are raised.

Q What techniques are used for data collection?

A Various techniques used for data collection such as Questionnaire; Observation; Interview; Psychological Tests and Library Techniques.

Q What is a footnote?

A Footnote is a note of text placed at the bottom of a page in a book or document. The note comments on and may cite a reference for part of the main body of text. A footnote is normally flagged by a superscript number following that portion of the text the note is in reference to. (b) A note placed at the bottom of a page of a book or manuscript that comments on or cites a reference for a designated part of the text. (The American Heritage Dictionary). In brief bibliographic note placed at the bottom of a page to let the reader know the source of the information or quotation; A footnote is used to direct a reader elsewhere for additional information.

Q Describe sociological research?

A A research which studies of all human group relationship. The institutions of society are investigated with the purpose of furnishing recommendations for their improvement.

Q Describe the various steps in doing library research?

- A**
- Get an overview of your topic.
 - Define your research topic.
 - Identify key concepts.
 - Find books on your topic.
 - Find journal articles on your topic.
 - Browse current issues of journals.
 - Search the World Wide Web for additional information.
 - Obtain the resources.
 - Find statistics related to your information needs.
 - Evaluate the information.
 - Write your paper.
 - Cite your references.
 - Present your research.

Q How can footnote be done?

- A**
- To footnote a book: Authors last name, first name, middle initial. Title of book(underlined). Where it was published, who published it, copyright date, pages used?
- To footnote an Encyclopedia: Authors last name, first name, middle initial. "title of article", Name of Encyclopedia (underlined). Volume, where it was published, who published it, copyright date, pages used.
- To footnote a magazine: Authors last name, first name, middle initial. "title of article:", Name of magazine (underlined). Volume, where it was published, who published it, copyright date, pages used.

Q What is meant by informetrics?

- A**
- The use of mathematical and statistical methods in research related to libraries, documentation, and information.

Q What is the full form of PERN?

A Pakistan Education and Research Network. It is a national research and education network of Pakistan which connects premier educational and research institutions of the country. PERN focuses on collaborative research, knowledge sharing, resource sharing, and distance learning by connecting people through the use of Intranet and Internet resources. This programme was launched by Dr. Atta-ur-Rahman as Minister of science and Technology and financed by Government of Pakistan and PTCL. The network was designed, operated and maintained by NTC and now managed by HEC, Islamabad and PTCL.

LIBRARY AUTOMATION

Q Define automation

A Replacing manual operations with computer procedures. For example, office automation refers to replacing typewriters, filing cabinets and paper appointment books with computer applications. Factory automation refers to computer-driven assembly lines as well as replacing humans with robots. (Computer Desktop Encyclopedia). In simple words, automatic system of working is called automation.

Q What is library automation?

Library automation is the general term for information and communications technologies (ICT) that are used to obtain increased operational efficiencies, replace manual systems in the library. Although there is no clear-cut definition of library automation, yet we can say that when we use automatic data processing machine to perform traditional library activities such as cataloguing, classification, acquisition, circulation, and other library operations, it is called library automation. In simple words, library automation means the use of computer and networking technologies in the library.

Q Why automation is done in libraries?

A Present century is called information century. The flood of information in shape of book and non-book materials forces us to use automatic machines in libraries for the organization of information as the manual system failed to cope with the task. By using computer based system, the library activities may be performed more quickly and accurately and with better control than with manual methods. Library automation also provides an opportunity for a library to participate in library networks at national and international level.

Q What are the objectives of library automation?

A Library automation improves the level of service and quality of output and fulfills the needs that can not be achieved by manual system. By library automation, we can share different resources of information that appear only in electronic format such as CD-ROM, Internet resources, databases, etc.

Q What are the various methods of library automation?

A In-House Development. This system is rather costly in terms of money and time. Library management and librarian of that library, for which automation system is being developed, hire system analyst and programmer from a reputable computer firm for this purpose. After a detailed discussion between library and computer programmer and knowing each other's requirements, the system analyst with the help of librarian and programmer, develops an automation system for the library. Such system is called In House Development System.

Turnkey System. This is a system under which commercial firms offer a complete library automation system, such as circulation, acquisition, bibliographic searching and other system to libraries. They also provide training facilities to the staff of those libraries where these systems are sold on shape of package. In other words, it is a ready-made system. They also provide expertise in turnkey system.

Vendor Based System. Vendor based system is another form of vendor automation. This system is provided by booksellers and jobbers with online facilities.

Borrowed System. Under this system a library, instead developing its own system, purchases a well tested and running library automation system from another library, where it is being used. Such system

is called borrowed system. In addition to the above-mentioned methods, there are two other methods, which provide automation through bibliographic utility/networks (for example OCLC) and automation with microcomputers.

Q When and where was computer first time used in libraries?

A It is believed that first time computer was used in Library of Congress in 1960.

Q When was library automation started first time in Pakistan?

A In 1964, PANSDOC (Pakistan National Scientific Documentation Centre) now PASTIC, started automation of their library using Punch card system.

Q Name some library software used in Pakistan?

A Different Library Software are being used now a days in Pakistan. Some of them are WINISIS; KITABDAR; INMAGIC; LIMS; LAMPS; VIRTUA; CDS/ISIS; KOHA ILS; GREENSTONE DL, INMAGIC, LIBMAX, RIPHA ILS, etc.

Q What role did NLDP, play for library development in Pakistan?

A NLDP (a Netherlands Library Development Project), played an important role in introducing library automation and information technology in Pakistani libraries. A number of Pakistani libraries were automated with financial and technical assistance of the above said project during the 1990s. -

Q What is a hybrid library?

A Hybrid libraries are mixes of traditional print material such as books and magazines, as well as electronic based material such as downloadable audio books, electronic journals, e-books, etc. Hybrid libraries are the new norm in most public and

academic libraries'. Simply it may be described a library in which both physical documents and digital objects are provided for users.

Q What is open-source software?

A Open-source software. Open-source software (OSS) is software for which the source code is freely available for anyone to see and manipulate. It is distributed under a licensing arrangement which allows the computer code to be shared viewed and modified by other users and organizations. There are various licensing models to which the OSS label has been applied, but the basic idea is that the software's "license may not restrict any party from selling or giving away the software as a component of an aggregate distribution containing programs" and the working software must either be distributed along with its source code or have a "well-publicized means of downloading the source code, without charge, via the Internet."

Q Why go for open-source software?

A Price of the library software is very high; most of the libraries are not in a position to buy high priced commercial software due to severe budget constraints. Further, there is no restriction but everyone can use, study, modify and distribute the open source software, regardless of a person's position, wealth, social conditions etc. The social aspect of the open source software is tremendous. The development and maintenance of this type of software can be done with community-based activities. Anybody can contribute the social group engaged in its development. "Open source software projects encourage innovation and collaboration of community members." Peer group members are very much involved in these activities. It is also the reason in favour of open source software as it is interoperable, customizable according to the needs

and standards. The most judicious reason in favour of the use of open source software is the legal aspect. The licenses are committed to users' freedom of use, modify and redistribution of the programme.

Q Define digital library?

A "Digital Library Foundation says "Digital Libraries are organizations, that provide the resources, including the specialized staff, to select, structure, offer intellectual access to, interpret, distribute, preserve the integrity of, and ensure the persistence over time of collections of digital works so that they are readily and economically available for use by a defined community or set of communities. (International encyclopedia of information and library science" p. 136). In simple words, digital library is a library in which collections are stored in digital formats (as opposed to print, microform, or other media) and accessible by computers. The digital content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system.

Q What are the various advantages of digital library?

A Digital library has certain characteristics, which make them different from traditional library. It has expansive and accurate system of searching with large volumes of text, image and audio-video resources. Digital libraries do not need physical space to build collection and it can be accessed from anywhere, any time. Different people can access same source at the same time.

Some advantages are :-

- Preserve the valuable documents, rare and special collections of libraries, archives and museums.
- Provide faster access to the holding of libraries world wide through automated

catalogues.

- Help to locate both physical and digitized versions of scholarly articles and books through single interface.
- Search optimization, simultaneous searches of the Internet make possible, preparing commercial databases and library collections.
- Offering online learning environment.
- Making short the chain from author to user.
- Save preparation/ conservation cost, space and money.
- Digital technology affords multiple, simultaneous user from a single original which are not possible for materials stored in any other forms.

Q What do you know about HEC Digital Library?

A Higher Education Commission, Islamabad (formerly known as University Grants Commission) maintains a digital library called HEC Digital Library. This library which provides facility to researchers working both in public and private universities and no-profit organizations in the country to access online international scholarly literature, peer-reviewed journals, databases, articles, reference materials, text-books and e-Books on variety of subjects. Nearly 75,000 number of electronic content has been made available to researchers through this digital library.

Q What is the difference between virtual library and electronic library?

A Virtual Library also known as "Library without walls" is a library that has no physical existence, being constructed solely in electronic formats. It has information resources or information services that are available for the users over the internet. The users access these resources through a browser on a

workstation anywhere on campus or remotely from home, in contrast with the traditional or print-based library. Electronic library is a well-organized collection of electronic documents. The term electronic library is now being less used. Electronic Library is now called Digital Library.

Q Name the two important electrographic processes of the reprographic system?

A

- Xerography (Transfer of electrostatic process)
- Electro fax (Direct electrostatic process)

Q What is a thumbnail image?

A A small image, typically presented with a bibliographic record, that users can look at in order to judge whether they wish to take the time to retrieve a higher quality image.

Q Explain boolean search?

A Boolean searches allow you to combine words and phrases using the words AND, OR, NOT and NEAR (otherwise known as Boolean operators) to limit, widen, or define your search. Most Internet search engines and Web directories default to these Boolean search parameters anyway, but a good Web searcher should know how to use basic Boolean operators.

Q What is E-Journal?

A An abbreviated term for electronic journal. A periodical that is available in an electronic or computerized form such as on the Web or on CD-ROM.

Q Explain free text search?

A Usually describes a method of searching a database using Natural Language rather than a Controlled vocabulary. The person searching would search as many terms as she/he could think of that would be related to the topic of interest. The computer would

search all fields, or designated fields.

Q What is boolean logic?

A A method for combining search terms using operators to limit or expand the numbers of results. Originally developed by the mathematician George Boole in the mid-19th Century.

Q What key points should be kept in mind while selecting the right integrated library system?

A The library automation software must be developed and designed based on the best practices that are internationally adopted in the library profession. Following criteria might help the librarians to select the right software for their library.

These include :-

- Adoption of MARC-based bibliographic record. Record can be imported, created, updated and exported using the MARC 21 and ISO 2709 standards.
- Bibliographic and item information must be stored separately in two different types of record so that more than one item records can be attached to one bibliographic record.
- Support of internationally adopted library standards, including ISBD, AACR2, subject heading scheme, classification scheme, etc.
- Automation of library operations and activities, including circulation, public catalog searching, cataloging, ordering, serials control, and reporting.
- The vendor should be quick to integrate emerging library standards and new

technology to the software. These include: Web and Internet based access to the library catalog, XML and Dublin Core technology, Unicode, etc.

- The vendor must be financially stable.
- The vendor must be specialized in library applications.
- The vendor must have periodical upgrade release with new enhancements.
- How many installations it has got in the country, since when and major clients.
- Training and guidance after installation.
- Whether available on major operating systems.

Q What are the common barriers of library automation?

A Following could be the few possible barriers of library automation :-

- Fear of adverse impact on employment in case of automation.
- There is an apprehension that the technology, both hardware and software would be expensive and unaffordable. The cost of hardware and software depends on the level of automation.
- The library staff has to undergo extensive training.
- Lack of support from the management, may be owing to budget constraints.
- Fifth reason could be retrospective conversion of data.

Q What are the various risks in automation?

A The most common causes of failure are :-

- Loss of commitment
- Vendor viability
- Support of higher-level administrators
- Computer center support

- Inadequate resources
- Organizational changes
- Staff attitudes

Q What is meant by full-text electronic database?

A Database containing the entire content of an item, usually also including an abstract and citation; often indicated by a symbol, such as a book icon, the words "full-text," or by file type, such as ".txt" or ".PDF."

Q What is a database?

A A collection of computer records that have a standard format, usually containing fields that are searchable and allow some electronic manipulation such as sorting or grouping. Databases within the library usually contain bibliographic citations (information about books, articles, government documents, etc.) Another example of a database is a city phone book; a record includes a person's name, address and phone number. These records are searchable by name in each record. Usually when someone refers to something as a database, they are referring to an electronic database. Various types of databases may include Bibliographic databases, Full-Text databases, Directory databases, Numeric databases, Multimedia databases, Transactional databases, etc.

Q What do you know about ebrary?

A ebrary is an online digital library of full texts of over 170,000 scholarly e-books, founded in 1999 and headquartered in Palo Alto, California. It is available at many academic libraries and provides a set of online database collections that combine scholarly books from over 435 academic, trade, and professional publishers. Ebrary contains a suite of reference tools and a rich collection that includes books, journals, magazines, maps, and other publications. Illustrations are included.

Users gain access through a subscribing library and can browse, view, search, copy, and print documents from their computers.

Q Explain Z39.50?

A A set of rules governing the formats and procedures used by two computers to interact with one another. Z39.50 is a client-server protocol for searching and retrieving information from remote computer databases. It is covered by ANSI/NISO standard Z39.50, and ISO standard 23950. The standard's maintenance agency is the Library of Congress. Z39.50 is widely used in library environments and is often incorporated into integrated library systems and personal bibliographic reference software. Interlibrary catalogue searches for interlibrary loan are often implemented with Z39.50 queries.

Q What is meant by digital item?

A Any part or version of a work that is available to the public in electronic format on the Web. Thus, a book with 150 pages could be 151 digital items, including all the page images and a converted text file.

Q What do you understand by field specific search?

A A search of a database that identifies the occurrence of a term, using either free text or controlled vocabulary, in a particular field in the database. A field specific search is more precise than searching all fields. A common example is a "subject" search in a library catalogue.

Q Describe free-text search?

A Usually describes a method of searching a database using natural language rather than a controlled vocabulary. The person searching would search as many terms as she/he could think of that would be related to the topic of interest. The computer would search all fields, or designated fields.

Q Explain formats?

A The physical medium of the original Library item. Formats include pictorial images, sound recordings, moving images, maps, and manuscript documents, as well as books and pamphlets. (2) A type of file for the storage, compression, and exchange of digital information

Q What is meant by information literacy?

A The ability to recognize a need for information, find, evaluate and use that information in whatever format (print index, online database, Internet, etc.) it appears.

Q What is a field in term of database?

A In databases of formatted messages, a portion of a record set aside for a particular type of data. For example, a database of members of an organization would have one record for each member, and the record could consist of a last name field, a first name field, and an email address field. Fields appear in the headers of electronic messages. There is a "To:" field, a "From:" field, and many more that are added by the mail delivery system.

Q What does CDS/ISIS stand for?

A CDS/ISIS is a menu-driven generalized information storage and retrieval system designed specifically for the computerized management of structured non-numerical databases. WinISIS is a Windows version of the CDS/ISIS system (Computerized Information Service / Integrated Scientific Information System) which was originated at ILO the early 60's and since 70's is maintained and developed by UNESCO. In 1985 the first microcomputer version of CDS/ISIS was launched and since then it was disseminated to over 20 000 institutions, in various countries. The first Window version was distributed for testing in

May 1995 and the first WinISIS version officially realized was version 1.31 launched in November 1998. UNESCO distributed with this version two documents: CDS/ISIS for Windows Reference manual (version 1.31), WinISIS – Supplement to the Reference Manual (versions 1.0 to 1.3. The aims of this software are to satisfy the need of many institutions, especially in developing countries, to streamline their information processing activities by using modern and relatively inexpensive technologies. One of the major advantages of using CDS/ISIS is its capabilities to manipulate an unlimited number of databases each of which may consist of completely different data elements.

Q What are the major features of CDS/ISIS?

A The major features of this software include handling of variable length records, fields and sub fields; handling of repeatable fields; information retrieval using powerful search language; free text searching; a data interchange using ISO 2709; an integrated application for programming language in CDS/ISIS Pascal and ISIS_DLL; functions allowing users to build relational database and powerful hypertext functions to design complex user interfaces.

Q CDS/ISIS is available in how many languages?

A This software is particularly suited to bibliographical applications and is used for the catalogues of many small and medium-sized libraries. Versions have been produced in Arabic, Chinese, French, English, German, Portuguese, Russian, Spanish, and Korean amongst other languages. UNESCO makes the software available free for non-commercial purposes. However distributors are allowed to charge for their expenses. In 2003 it was stated that "This package is accepted by libraries in the developing countries as a standard software for information system development"

Q Comment on Koha ILS?

A Koha is an integrated library system (ILS) and was the first open source ILS. Koha was created in 1999 by Katipo Communications for the Horowhenua Library Trust in New Zealand. The first installation went live in January of 2000. In 2001, Paul Poulain of France began adding new features to Koha, most significantly support for multiple languages. It supports the international records and cataloguing standards MARC and Z39.50 which was added by Paul Poulain in 2002. Sponsorship for MARC and Z39.50 support was taken up by the Nelsonville Public Library. In 2005, an Ohio-based company, LibLime, was established to support Koha and they have been adding new features, including integrating support for Zebra, a high speed contextual database that has dramatically increased the speed of searches within Koha as well as improved the scalability of the system (which can now support tens of millions of bibliographic records). The addition of Zebra integration was sponsored by the Crawford County Federated Library System.

Q What are the various functions/features of Koha?

A Koha has most of the features that would be expected in an Integrated Library System, including: simple, clear interface for librarians and members (patrons), customizable search, circulation and borrower management, cataloging module with integrated Z39.50 client, full acquisitions system including budgets and pricing information (including supplier and currency conversion), simple acquisitions system for the smaller library, ability to cope with any number of branches, patrons, patron categories, item categories, items, currencies and other data, serials system for magazines or newspapers, reading lists for members.

Q How Koha can be obtained?

A Koha is an open-source software. It can be downloaded from the official web page. www.koha.org.

Extensive documentation is available from here.

Q In how many languages is Koha available?

A The original language of Koha is English. However it has also been translated into French, Chinese, Arabic and several other languages.

Q What is a Greenstone Digital Library Software?

A The Greenstone digital library software is an open-source system for the construction and presentation of information collections. It builds collections with effective full-text searching and metadata-based browsing facilities that are attractive and easy to use. Moreover, they are easily maintained and can be augmented and rebuilt entirely automatically. The system is extensible: software "plugins" accommodate different document and metadata types.

Greenstone incorporates an interface that makes it easy for people to create their own library collections. Collections may be built and served locally from the user's own web server, or (given appropriate permissions) remotely on a shared digital library host. End users can easily build new collections styled after existing ones from material on the Web or from their local files (or both), and collections can be updated and new ones brought on-line at any time.

Q What does the acronym LIMS stand for?

A Library Information and Management System. It has been developed by Pakistan Library Automation Group.

Q What are the main features of LIMS?

A It has almost all features of library operations like data entry of library materials; members; circulation, searching; reporting ; stock taking; bar-coding etc.

Q What is the importance of bibliographic standards in library automation?

A "The creation of a high-quality, machine-readable database provides the cornerstone upon which all future automation efforts will rest. Vendors may come and go, hardware may become obsolete, software may be replaced, but a well-constructed, well-maintained database, with its accompanying local holdings, will be the library's transportable and viable link from system to system." -- extracted from John M. Cohn, etc. Planning for automation, 1992. Bibliographic standards are well-established and accepted to maintain the portability of data and also help libraries in resource sharing.

Q What are the major bibliographic standards?

- A
- Descriptive Cataloging: Anglo-American Cataloging Rules 2nd Edition Revised (AACR2rev)
 - Classification schemes : Dewey Decimal Classification (DDC)
 - Library of Congress Classification (LCC)
 - Subject heading schemes : Library of Congress Subject Headings
 - Sears List of Subject Headings
 - Metadata standards: MARC (Machine Readable Cataloging) National variation of MARC: MARC 21, AUSMARC, CN-MARC (for China Mainland), Chinese-MARC (for Taiwan), UNIMARC, etc.
 - Dublin Core (15 elements for describing document-like objects) Related emerging standards: XML (for Data Markup), RDF (for Resource Description)
 - Character sets Big5, GB 2312-80, EACC, CCCII, Shift JIS
 - Unicode
 - UCS2, UTF-8, etc.

- Protocol for Information Retrieval
- ANSI Z39.50 Information Retrieval Protocol

Q What does the acronym LAMP stand for?

A Library Automation and Management Programme.

Q Name the body that developed LAMP?

A This library software was developed by Netherlands Library Development project in collaboration with Pakistan Library Association.

Q What is Virtua ILS?

A Virtua (Integrated Library system) is library software.

Q What features does Virtua possess?

A Virtua offers integrated functionality that includes OPAC, cataloging, acquisitions, serials, circulation and reporting. Other components include FRBR, Consortium Databases, Union Catalogs, SDI, Open URL etc.

Q Virtua is installed in how many libraries in Pakistan?

A The exact number is not known, however this software is being used in National Library of Pakistan Islamabad, LUMS Library Lahore.

Q What Are streaming media?

A Streaming media are video or audio transmitted over a network that can be played immediately, with no need to download an entire file before playback. Audio and/or video content is sent to the user as a data stream. A small amount of data is sent ahead to the user's computer and buffered temporarily on the hard drive, and as playback proceeds, more data is constantly streamed to the user's machine. The files created by buffering are temporary, and are gone when playback is complete.

Q What does the acronym ERM stand for?

A Electronic resource management (ERM) is the practices and software systems used by libraries to keep track of important information about electronic

information resources, especially internet-based resources such as electronic journals, databases, and electronic books.

Q What is Integrated Library System?

A Integrated library system (ILS) also called Library Management System. This is an integrated set of applications designed in automated system to carry out the library functions such as acquisition, cataloguing, circulation and the provision of public access.

Q What is webliography?

A An enumerative list of digital resources on a specific topic or subject, available in print or on the web.

Q What is meant by information storage and retrieval?

A Operations performed by the hardware and software used in indexing and storing a file of machine-readable records whenever a user queries the system for information relevant to a specific topic. (ODLIS)

Q Define Information Technology (IT)?

A A very broad term encompassing all aspects of the management and processing of information by computer, including the hardware and software required to access it. (ODLIS)

COMPUTER

Q What is a computer?

A "An electronic machine which can accept data, store it, manipulate it as instructed in a program, retrieve it and convey the result to a user" (Librarian's Glossary).

"An electronic device that can accept, store, process and retrieve data following the instructions contained in a pre-written program that has been installed into its memory" (International Encyclopedia of Information and Library science).

Q What is meant by audio visual materials?

A Non-book materials such as film-strips, recordings, films, records, video and audio cassettes, CDs, etc. Sometimes these are just called AV. Audio Visual equipment and materials are used both for hearing and sight.

Q What is scanner?

A A machine that digitizes the markings from a piece of paper or a page, creating an electronic image of the original. In other words computer hardware designed to scan documents and graphics into computers and to read barcodes from materials or patron cards into an automation system.

Q What is meant by 'Default' in computer language?

A A selection automatically used by a computer programs in the absence of a choice made by the user.

Q What is a CD-Audio?

A A small optical disk, read by lasers, used to store music.

Q What is a CD-R?

A A recordable (one time only) compact disk, generally compatible with all types of CD players.

- Q What does CD-RW stand for?
- A Re-writable CDs that can be used like any hard drive, erased and used many times. Not all CD players can read CD-RWs.
- Q What does ASLIP stand for?
- A Abbreviated Serial Link Internet Protocol
- Q What is a hypertext?
- A A technology that allows a computer user to click on a spot in a computer file that will then jump them to a different file. Links in World Wide Web pages are examples of hypertext
- Q Explain CD-ROM?
- A Compact Disc-Read Only Memory. Like an audio CD, a CD-ROM stores information for later playback. Many books are now published with CD-ROM's that may have supplemental information, practice exercises, or guidelines for the book. In addition, many libraries have periodical indexes on CD-ROM.
- Q What do you understand by media?
- A Any format for information storage that requires special listening or viewing equipment: i.e. microfilm, microfiche, videotape, CD-ROMs, etc.
- Q What do you understand by truncation?
- A Using the first part of a word to find any word in a database that starts with those letters. After typing in the first part of the word, a symbol is then typed in to represent any number of letters to follow. An example would be compute?. This would find computer, computing, computational, computers, etc. This is a fast way to search for plurals or related words. The truncation symbols used by individual databases will vary. The database help screen will tell you which symbol to use.

Q What is a wild card?

A A symbol used in searching to represent one or more letters. It is most often used to find plurals and other variants of words. Commonly used symbols include "?" "*" and "+".

Q Explain menu?

A Choices and commands that are displayed on the computer screen and can be selected by the user. Most programs have their menus on the top of the screen, while database will often have theirs on the left side or bottom of the display.

Q What is stemming?

A Some databases automatically search for all of the words that come from the same "stem" word (also called "root" word) unless you indicate that you only want the word you entered. An example would be if you entered computer, the database would also search for computing, computers, computation, etc

Q What are stop words?

A Stop words are small, frequently occurring words that are often ignored when typed into a database or search engine search. Some examples: THE, AN, A, OF. If a stop word is typed at the beginning of a title search, this will often stop the search entirely.

Q What is client server?

A The data processing interaction in which a program at one site (the client) sends a request to a program at another site (the server) and awaits a response.

Q What does DOS stand for?

A The Disk Operating System. It was developed by Microsoft for personal computers, which has been superseded by Windows.

Q What is a dumb terminal?

A A terminal which does nothing more by itself than to connect to another computer where the actual application software and storage reside. Before the mid 1970s when the personal computer revolution began almost all terminals used were dumb terminals, connected to mainframe computers at data processing centers.

Q What is e-book?

A A small, portable device onto which the contents of a book in electronic format can be downloaded and read. The electronic counterpart of a printed book, which can be viewed on a desktop computer, laptop, smart phone or e-book reader. When traveling, a large number of e-books can be stored in portable units, dramatically eliminating weight and volume compared to paper. Electronic bookmarks make referencing easier, and e-book readers may allow the user to annotate pages. Although fiction and non-fiction books come in e-book formats, technical material is especially suited for e-book delivery because it can be searched. In addition, programming code examples can be quickly copied, which is why CD-ROMs that contain the entire text of the work are often packaged inside technical paper books (Computer Desktop Encyclopedia).

Q What is e-book reader?

A An e-book reader, also called an e-book device or e-reader, is an electronic device that is designed primarily for the purpose of reading digital books and periodicals and uses e-ink technology to display content to readers. The main advantages of these devices are portability, readability of their screens in bright sunlight, and long battery life. Any Personal Digital Assistant (PDA) capable of displaying text on a screen is also capable of being an e-book reader, but without the advantages of

an electronic ink display.

Q What does the acronym GUI stands for?

A It stands for Graphical User Interface. It is a computer operating system that is based upon icons and visual relationships rather than text. Windows uses a GUI because you click on a picture rather than typing a complicated string of commands.

Q Explain keyword searching?

A Searching which uses a few key, or important, words to retrieve books or articles on a specific topic or associated with those words in some way. The keywords could be used to search from the text of the document (if it is a full-text database), or some named fields (author, title, etc.) depending on the database being used and the searcher's intent. Often useful for very new topics for which controlled vocabulary indexes will not have a subject term yet established. Searching by keyword often utilizes Boolean searching.

Q What is hardware?

A The physical, electrical, and mechanical parts of the computer are called hardware.

Q What does HTML stand for?

A Hypertext Markup Language is the computer language used to create hypertext documents, allowing connections from one document or Internet page to numerous others. HTML is the primary language use to create pages on the World Wide Web.

Q HTTP stands for?

A Hypertext Transfer Protocol is the first part of a web address (URL) of a site on the Internet, signifying a document written in Hypertext Markup Language (HTML).

Q Explain Hub?

A Hardware into which one or more computers are connected. The Hub is connected to a router for

sending data across the network.

- Q** What do you understand by Integrated Library System?
- A** An integrated library system, or ILS, is used to track items owned, orders made, bills paid, and patrons who have borrowed. An ILS is usually comprised of a relational database, software to act on that database, and two graphical user interfaces (one for patrons, one for staff). Most ILSs separate software functions into discrete programs called modules, which are then integrated into a unified interface. Examples of modules include: acquisitions (ordering, receiving, and invoicing materials), cataloguing (classifying and indexing materials), circulation (lending materials to patrons and receiving them back), serials (tracking magazine and newspaper holdings), and the OPAC (public interface for users). Each patron and item has a unique ID in the database that allows the ILS to track its activity. Larger libraries use ILSes to order and acquire, receive and invoice, catalog, circulate, track and shelve materials.
- Q** What is an inkjet printer?
- A** A type of printer that sprays heated ink onto paper. An inkjet printer is less expensive to purchase than a laser printer, but the cost of consumables (ink cartridges) makes it more expensive to operate.
- Q** What does ISP stand for?
- A** Internet Service Provider. An ISP is a company that provides Internet access to users or subscribers of its service. The first ISP is widely believed to be Telenet, which was the first commercial version of ARPANET introduced in 1974. Generally, an ISP will give you an Internet account (access to the Internet), e-mail address, web space for your own web page on payment.

Q What does JAVA do?

A Java is a programming language. JAVA technology-based software that works just about everywhere—from the smallest devices to supercomputers. Java technology components do not care what kind of computer, phone, TV, or operating system they run on. They work on any kind of compatible device that supports the Java platform.

Q What does a Laser printer function?

A "A printer that uses a laser to produce an image on a rotating drum before electro-statically transferring the image to paper" (The American Heritage Dictionary). A type of printer that uses toner and laser light to print images on paper. It is faster and produces better quality documents than an inkjet printer, but is more expensive.

Q What does a modem do?

A A device that transmits usually digital data over telephone wires by modulating the data into an audio signal to send it and demodulating an audio into data to receive it.

Q What does NIC do?

A The Network Interface Card is located inside a computer and allows the machine to connect to a network.

Q What functions does browser perform?

A Software program that supports point and click access to the World Wide Web and the Internet. Netscape Navigator and Internet Explorer are currently the most widely used.

Q What is a DOI?

A Digital Object Identifier. The Digital Object Identifier (DOI) is an identification system for intellectual property in the digital environment. Developed by the International DOI Foundation on behalf of the publishing industry, its goals are to provide a framework for managing intellectual content, link customers with

publishers, facilitate electronic commerce, and enable automated copyright management.

Q What is a Network?

A In simple words, we can say that network is a group of computers and associated peripherals connected by a communications channel capable of sharing files and other resources between several users or a collection of terminals, computers, and other equipment that use communication channels to share data.

Q Explain Byte?

A A unit of digital data consisting of 8 bits and equivalent to a letter of the alphabet, a numeral, or another character.

Q What does OCR stand for?

A Optical Character Recognition. It is software that converts text scanned as a graphic into text, a word processing program can use.

Q What does the acronym RAM stand for?

A Random Access Memory. It is the name given to the integrated circuits or chips that make up main memory in a computer. Information in RAM is lost when the power is turned off.

Q Define operating system?

A "Software designed to control the hardware of a specific data processing system in order to allow users and application programmes to make use of it" (The American Heritage Dictionary). The Operating System is the program(s) that manages the operations of a computer. It works with the user, the software, and the hardware. Windows is the most common operating system today.

Q What does the acronym ROM stand?

- A** Read-only Memory. A form of memory in which the data or programs are written to it once at the time of manufacture and always retained thereafter, even if the computer's power is turned off.
- Q** Explain SQL?
- A** Structured Query Language used to query a database, i.e. ask questions about the information stored in the system.
- Q** Explain the acronym TCP/IP?
- A** Transmission Control Protocol/Internet Protocol is a method of packet-switched data transmission used on the Internet. The protocol specifies the manner in which a signal is divided into parts, as well as the manner in which "address" information is added to each packet to ensure that it reaches its destination and can be reassembled into the original message.
- Q** What does URL stand?
- A** Uniform Resource Locator. It is a text-based address used to identify specific resources on the Internet, such as web pages.
- Q** Explain peripherals?
- A** Computer hardware that surrounds the central processing unit, such as a keyboard, mouse, or printers.
- Q** What is a videoconference?
- A** When three or more people at two or more sites communicate interactively. The participants can both see and hear the others.
- Q** What is a web browser?
- A** It is a software program that enables a person to view World Wide Web documents. The two most common web browsers are Netscape and Microsoft's Internet Explorer.

- Q** What is a framework in computer language?
- A** A set of illustrated HTML (Hypertext Markup Language) text files that serve as the collection home page or home page group. The framework is so named because it provides an intellectual frame for the collection and embraces the other collection elements.
- Q** What does GIF stand for ?
- A** Graphics Interchange Format, an image file format.
- Q** What does JFIF stands for ?
- A** JPEG File Interchange Format. A standard for transmission of an image in JPEG format.
- Q** JPEG represents what?
- A** Joint Photographic Expert Group, a file format for compressing color or grayscale images. Many Web browsers easily display JPEG format images.
- Q** What is http (hypertext transfer protocol)?
- A** The World Wide Web delivery mechanism used to find and retrieve a particular web page. Example: <http://www.nlp.gov.pk> retrieves homepage of National Library of Pakistan.
- Q** What is an icon in computer language?
- A** On the World Wide Web, an image, often linked, representing concepts, programs, or actions to select. Example: a light bulb or question mark icon might be linked to online help.
- Q** What the KB acronym stand for?
- A** KB (kilobyte) approximately one thousand bytes or characters. Text or graphic file size is usually expressed in kilobytes.
- Q** What does login mean?
- A** The process of gaining command of a computer,

usually with a valid user Id and a password. After you have logged in, you may run software programs, control the operating system, or respond to a menu or shell program. Personal computers seldom require that a user log in; operation systems intended for use by more than one individual generally require logging in.

Q What does logoff/logout mean?

A Disconnecting from a computer network, ending a session on a system, a network, or a BBS. Also called logout.

Q What does MB stand for?

A MB (megabyte), a million bytes or characters. Computer random-access memory (RAM) and space requirements for software programs are generally expressed in megabytes

Q What acronym PDF represents?

A PDF (Portable Document File). It is a universal file format that preserves all of the fonts, formatting, colors, pagination, and graphics of the source document. PDF files retain their original formatting and look like photographs of the original documents). You must have the Adobe Acrobat® Reader software (free) installed on your computer to view or download a PDF file.

Q What are Boolean operators?

A Commands that allow search terms to be combined to either narrow or broaden a search.

Q What is Adobe Acrobat Reader?

A The computer program that is needed to open and view PDFs. Most full-text databases provide articles in PDF format.

Q What is a search engine?

A Software program that searches a database of Internet sites compiled by a robot or, as in the case of a directory, individually selected. Search engines search keywords in titles, URLs, headers, summaries, or even the full-text of Internet documents.

Q What is a terminal?

A A device, usually equipped with a keyboard and video display, through which data or information can enter or leave a computer system (adapted from *The American Heritage College Dictionary*).

Q What does activate mean?

A To make a non -active window active by clicking anywhere inside it.

Q Who is called administrator in computer environment?

A The person who sets up a network resource, registers users and their pass words, and maintains the resource.

Q What is alert?

A A warning or report of an error in the form of an alert box, a sound from the computer's speaker, or both.

Q What is an alert box?

A A box that appears on the screen to give a warning or to report an error message. Its appearance is usually accompanied by a sound warning such as a beep.

Q What does anonymous FTP (File Transfer Protocol) mean?

A The procedure of connection to a remote computer, as an anonymous or guest user, in order to transfer public files back to your back computer.

- Q** What does the acronym ASCH stand for?
- A** Acronym for American Standard Code for Information Interchange. A standard that assigns a unique binary number to each text character and control character. ASCII code is used for representing text inside a computer and for transmitting text between a computer and a peripheral device.
- Q** What is a base band?
- A** A transmission method in which a network uses its entire transmission frequency range to send a single communication or signal.
- Q** What is a bit density?
- A** Number of bits that can be stored within a given physical area is called bit density.
- Q** What does BPS stand for?
- A** BPS means Bits Per Second. The speed at which bits are transmitted over a communications medium.
- Q** What CERT stand for ?
- A** Computer Emergency Response Team. CERT is an organization devoted to ensuring that appropriate technology and systems management practices are used to resist attacks on networked systems and to limiting damage and ensure continuity of critical services in spite of successful attacks, accidents, or failures.
- Q** What is a DIAL-IP?
- A** Temporary connection between computers by a telephone link, usually with a modem. Unlike dedicated connections, dial-up connections are established only for the duration of the session.
- Q** What the acronym DNS stand for?
- A** DNS (Domain Name System), a protocol, and a

distributed system of databases and server programs (name servers), that translate human-readable names, for example, nic, ddn, mil., into numeric IP addresses. No single DNS name server, a local DNS program can resolve a name and route communication to an intended computer.

- Q Explain electronic bulletin board?
- Q A shared file where users can enter information for other users to read or download. Many bulletin boards are set up according to general topics and are accessible throughout a network.
- Q What does the term 'file' mean in computers?
- A Any named, or ordered collection of information stored on a disk. Application programs and operating systems on disks are examples of files. You make a file when you create text or graphic, give the material a name and save it to a disk; in this sense, file is synonymous with document.
- Q What does GMD stand for?
- A General Material Designation. A term indicating the broad class of material to which an item belongs (e.g., sound recording, monograph, etc)
- Q What is the meaning of host computer?
- A The central or controlling computer in a time-sharing or distributed-processing system. The computer upon which depends a specialized computer handling the input/output functions in a real-time system. A computer that can function as the source or recipient of data transfers on a network. (Sci- Tech Dictionary). In the context of networks, a computer that directly provides service to a user. In contrast to a network server, which provides services to a user through an intermediary host computer.
- Q Explain internet?

A The largest worldwide system of interconnected computer networks, capable of the exchange of message and offering seamless connectivity for service, such as, remote login and file transfer. Today, the internet is mainly composed of local and wide-area networks that use the TCP/IP suite of protocols for computer-to-computer communication; its technical standards are defined by an international cooperative committee known as the Internet Activities Board and the IAB's Internet Engineering Task Force. Other computer networks, which can exchange messages with computers on the Internet, but which cannot connect for service, such as, file transfer and remote login, can be considered part of an even larger network, sometimes referred to as the Matrix.

Q What is IP DATAGRAM?

A The basic unit of information passed across the Internet. An IP Datagram is to the Internet as a hardware packet is to a physical network. It contains a source and destination addresses along with data. Large messages are broken down into a sequence of IP DATAGRAMS

Q How many bytes are in one kilobyte?

A About one thousand characters (1,024 bytes)

Q What is mail gateway?

A A network host that transfers email messages between dissimilar email systems, reformatting the addresses and headers to match the destination host network as necessary.

Q Explain megabit?

A Megabit (Mbit) is a unit of measurement equal to 1,048,576 bits, or 1024 kilobits, commonly used in specifying the capacity of memory ICs.

Q What is a mode?

A Operational state that a system has been switched to. It implies at least two possible conditions. There are countless modes for hardware and software.

Q What is multi-user System?

A An operating system, such as UNIX, that allows many users to access application software simultaneously.

Q What is called a server in computer language?

A A computer that provides a service to other computers in a network by sharing its resources, such as programs and/or files, with other computers.

Q What is a name server?

A A program running on a computer in a network that is responsible for managing a domain of host names and IP addresses, and providing that information on request from other name servers or local software programs. In the Internet Domain Name System, no single name server maintains all names and addresses. Addresses are distributed among many name servers, which know how to find each other.

Q What is navigation in computer environment?

The process of moving from one node to another through the hypertext web. This is normally done by following links. Various features of a particular browser may make this easier. These include keeping a history of where the user has been, and drawing diagrams of links between nearby nodes.

Q What is netscape?

A The Web-Client as of press date. Developed by Netscape Communications Corporation, Netscape supports many more, HTML tags than its predecessors.

Q Explain Network?

A A Collection of interconnected, individually controlled computers, together with the hardware and software used to connect them. A network allows users to share data and peripheral devices such as printers and storage media, to exchange electronic mail and so on.

Q What does the acronym NNTP stand for?

A NNTP (Network Nets Transfer Protocol). This protocol is defined in RFC977 and specifies the distribution, inquiry and retrieval of news articles between TCP/IP sites on the Internet. NNTP allows articles to be stored in a central database and uses connection-oriented links (in real time) to allow the users' local host to access articles on the central host.

Q What is an offline?

A Not currently connected to or under the control of the computer. Used to refer to equipment such as printer and disk drives, information storage media, such as, disks, and the information they contain.

Q What do you know about online information service?

A A company that runs a computer that can be accessed from a personal computer through a telephone and modem providing menus of information, electronic mail, and a way to publicly exchange messages with other users. Very similar to bulletin board systems (BBS's) except that an online information service is advertised and provide a connection to the Internet for a fee.

Q Why does a computer system need an operating system?

A An operating system, or OS, is a software program that enables the computer hardware to communicate and operate with the computer software. Without a computer operating system, a computer would be useless. It is the first program loaded when the computer is turned on and its main part, called the kernel, resides in memory at all times. It may be developed by the vendor of the computer it's running in or by a third party. It is an important component of the computer system, because it sets the standards for the application programs that run in it. All programs "talk to" the operating system. Also called an executive or

supervisor, it performs the following functions: job management, task management, data management, device management, security and history. Example of OS Windows, Linux, etc.

Q What is meant by packet switching?

A The connectionless network service whereby data are broken up into packets (self-contained bundles of data, such as, datagrams), transmitted, and then reassembled at the destination. No prior communication or connection between network hosts is necessary and each packet may travel a different route to the destination. The Internet uses TCP/IP to disassemble, transmit, and reassemble packets.

Q Explain password?

A Word or code used to serve as a security measure against unauthorized access to data. It is normally managed by the operating system of DBMS. However, the computer can only verify the legitimacy of the password, not the legitimacy of the user.

Q What is protocol?

A A formal description of message formats and the rules two computers must follow to exchange those messages. Protocols can describe low-level details of machine-to machine interfaces (e.g., the order in which bits and bytes are sent across a wire) or high-level exchanges between allocation programs (e.g., the way in which two programs transfer in file across Internet.

Q What is meant by remote access?

A The ability to connect your computer to another computer and run Programs or manipulate files. Remote access requires communications hardware, software, and actual physical wiring. This can be as simple as using modems and common carrier (telephone) lines between home and office

computers, or as complex as telnet login to another computer across the Internet.

Q What do you understand by a remote computer?

A A computer other than your own but in communication with yours through telephone lines, network wiring or other communication links. A remote computer can be at any distance from your computer, from right thousands of miles away.

Q What is a root directory?

A On most computers, the root directory is the base directory from which all other Directories arise. A root domain is (according to an upside-down logic) the Highest-level domain in the DNS hierarchy.

Q Explain router?

A A device which routes traffic between networks. A router has a lot more capabilities than other network devices such as a hub or a switch that are only able to perform basic network functions. For example, a hub is often used to transfer data between computers or network devices, but does not analyze or do anything with the data it is transferring. Routers however, can analyze the data being sent over a network, change how it is packaged and send it to another network or over a different type of network.

Q What is shareware?

A A method of software distribution that allows you to try a software program, then pay a nominal fee directly to the author if you decide to continue using it. Much of the software that you can download across the Internet is shareware.

Q What is a mainframe computer system?

A It is a fast, large and multi-users computer system designed to manage very large amounts of data and

very complex computing tasks. These computers are mainly used in big organizations.

Q What is a personal computer?

A Microcomputer designed for use by one person at a time. A typical PC assemblage comprises a CPU; internal memory consisting of RAM and ROM; data storage devices (including a hard disc, a floppy disc, or CD-ROM); and input/output devices (including a display screen, keyboard, mouse, and printer). (Britannica Concise Encyclopedia). In simple words a computer designed for individual use, rather than to be shared by a member of users concurrently.

Q What is hand-held Computer?

A A small portable computer. It is small enough to be held in one hand.

Q What do you know about laptop computer?

A A portable computer with an LCD screen that weighs from two to 12 pounds. It uses batteries for mobile use and AC power for charging and desktop use. High-end laptops provide nearly all the speed and capabilities of desktop computers (Computer Desktop Encyclopedia). It has a flat screen and keyboard that fold together.

Q Define pen-based computer?

A Computer that uses pattern-recognition software to enable it to accept handwriting as a form of input. A stylus, which may contain special electronic circuitry, is used to write on the computer display or on a separate tablet (Columbia Encyclopedia).

Q What does the acronym CPU stand for?

CPU stands for "Central Processing Unit". It is the brain of the computer. Sometimes referred to simply as the processor or central processor, the CPU is where most calculations take place. In terms of

computing power, the CPU is the most important element of a computer system. On large machines, CPUs require one or more printed circuit boards. On personal computers and small workstations, the CPU is housed in a single chip called a microprocessor.

Q What is a computer monitor?

A A computer monitor is an electronic device that shows pictures. A monitor is usually used to see programs on a computer. The main difference between a monitor and a television is that a monitor does not have a television tuner to change channels. A monitor may be used to watch television if it is connected to a device that has a television tuner. Some models of monitor can be used as a television, and some televisions are used with computers. A monitor has a better display resolution than a television to make it easier to see smaller letters and graphics on.

Q Explain device?

A It is a term used to describe any computer hardware element that can send or receive data. For example, modems, disk drives, monitors, scanner, printer, etc.

Q What is a computer keyboard?

A It is a typewriter-like set of keys used to input data and controls commands to the computer.

Q What function does computer mouse perform?

A A hand-operated electronic device that controls the coordinates of a cursor on your computer screen as you move it around on a pad; on the bottom of the device is a ball that rolls on the surface of the pad; "a mouse takes much more room than a trackball".

Q What can light pen do?

A "A small, photosensitive device connected to a computer and moved by hand over an output display

in order to manipulate information in the computer". (American Heritage Dictionary).

Q What does "Boot up" a computer mean?

A To boot (as a verb; also "to boot up") a computer is to load an operating system into the computer's main memory or random access memory (RAM). Once the operating system is loaded (and, for example, on a PC, we see the initial Windows or Mac desktop screen), it's ready for users to run applications. Sometimes we see an instruction to "reboot" the operating system. This simply means to reload the operating system (the most familiar way to do this on PCs is pressing the Ctrl, Alt, and Delete keys at the same time).

Q Define software?

A "The programmes, routines and symbolic languages that control the functioning of the hardware and direct its operations" (The American Heritage Dictionary). Software is a general term for the various kinds of programme used to operate computers and related devices. Software is a generic term for programme that are used by computers and other products that contain logic circuitry (i.e., embedded systems). In a broader sense it can also refer to all information (i.e., both programme and data) in electronic form, and it can provide a distinction from hardware, which refers to media and systems on which software can exist and be used.

Q Name some Operating Systems you know?

A Windows; MS-DOS; NetWare; Linux ; Unix; FreeBSD, etc.

Q What do you know about Motherboard?

A The motherboard is the main circuit board of computer and is also known as the main board or logic board. If you ever open your computer, the

biggest piece of silicon you see is the motherboard. Attached to the motherboard, you'll find the CPU, ROM, memory RAM expansion slots, USB ports. It also includes controllers for devices like the hard drive, DVD drive, keyboard, and mouse. Basically, the motherboard is what makes everything in your computer work together. Each motherboard has a collection of chips and controllers known as the chipset. When new motherboards are developed, they often use new chipset.

Q What functions does a Daughterboard perform?

A A daughterboard is a circuit board in a computer that serves to enhance the current functions of a motherboard or provide it with new functions. The daughterboard is sometimes referred to as a mezzanine board or daughter card. Daughter boards are one of the most common pieces of computer hardware. One of the major purposes of a daughterboard is to upgrade a computer. This allows the owner to avoid the expense of a new computer or major upgrade. Installing a new motherboard often improves a computer's performance, but they are often costly. It is usually less expensive to change the daughterboard, as long as there is no need for a new Central Processing Unit (CPU) or new buses on the computer. In some computers, the CPU is located on a daughterboard.

Q Define Magnetic Disk?

"A rigid magnetic disk fixed permanently within a drive unit and used for storing compute data. Hard disks generally offer more storage and quicker access to data than floppy disks do". (The American Heritage Dictionary)

Q What is a Diskette?

A Removable and portable floppy disk is called diskette usually 3.5 in diameter

Q What does CD stand for?

A Compact Disk. A small optical disk on which data such as music, text, or graphic images is digitally encoded.

Q DVD is used for what purpose?

A Digital Versatile Disk. An optical digital disk for storing movies and data. Introduced in the U.S. in 1997, and developed by both the computer and movie industries, the disc uses the same diameter platter as a CD (120mm/4.75" diameter), but holds 4.7GB rather than 700MB. Whereas CDs use only one side, DVDs can be recorded on both sides as well as in dual layers. DVD drives/players read most CD media as well.(Computer Desktop Encyclopedia). DVD is the new generation of optical disc storage technology. DVD is essentially a bigger, faster CD that can hold cinema-like video, better than CD audio, still photos and computer data.

Q What is CD-R?

A (CD-Recordable) A writable CD technology using a type of compact disc that can be recorded, but not erased (CD-Rs are "write once" discs). CD-R discs are used to master CD-ROMs, back up data and make copies of data for distribution, and they can be read by most CD drives, including older CD-ROM units. "Burning" a CD-R requires a CD-R drive, CD-RW drive or a combo CD/DVD drive, the latter commonly found on newer personal computers. (Computer Desktop Encyclopedia).

Q What does BPS stand for?

A Bits Per Second. It is a measurement for knowing that how much data (how many bits) is being transmitted in one second.

Q Define Hard Disk?

A "A rigid magnetic disk fixed permanently within a drive unit and used for storing compute data. Hard disks generally offer more storage and quicker access to data than floppy disks do". (The American Heritage Dictionary).

Q What is a bit?

A A bit is a basic unit of information in the binary numbering system representing either 0 (for off) or 1 (for on).

Q Define Gigabyte?

A A unit of computer memory or data storage capacity equal to 1,024 megabytes. It also denotes one billion bytes.

Q How many gigabytes are there in one terabyte?

A There are 1,000 gigabytes in one terabyte .

Q What do you know about 'petabyte'?

A A unit of information equal to one quadrillion (short scale) bytes, or 1000 terabytes.

Q Explain Exabyte?

A An exabyte (EB) is a large unit of computer data storage, two to the sixtieth power bytes. The prefix exa means one billion billion, or one quintillion, which is a decimal term. Two to the sixtieth power is actually 1,152,921,504,606,846,976 bytes in decimal, or somewhat over a quintillion (or ten to the eighteenth power) bytes. It is common to say that an exabyte is approximately one quintillion bytes. In decimal terms, an exabyte is a billion gigabytes.

Q Explain interface?

- A When a connection is made between two different parts of a system, that point is called interface. For, example, between two hardware devices, between a user and a programme or operating system.
- Q Explain defragmentation?
- A The process of reorganizing and rewriting files so that they occupy one large contiguous area rather than several smaller areas.
- Q What does 'DAST' stand for?
- A Direct Access Storage Device, abbreviated as 'DASD' is a storage device such as 'hard disk' and 'tape drive, etc. whose data can be accessed directly. It is therefore, called direct access storage device.
- Q What does I/O stand for?
- A Input/Output. It is transfer of data between computer and other supporting devices such as disks, drives, terminals, keyboard, scanner, printer, etc.
- Q What is 'output" in computer term?
- A Any information that is generated by computer and displayed on the screen, printed written to disk or tape or sent over to a communication link to another computer.
- Q What is a line printer?
- A Printer that prints a complete line at a time rather than printing one character at a time. Such printers are very high-speed printers and best for corporate environment.
- Q How does computer virus work?
- A A program or piece of code that is loaded onto your computer without your knowledge and runs against your wishes. Viruses can also replicate themselves. All computer viruses are manmade. A simple virus that can make a copy of itself over and over again is relatively easy to produce. Even such a simple virus

is dangerous because it will quickly use all available memory and bring the system to a halt. An even more dangerous type of virus is one capable of transmitting itself across networks and bypassing security systems.

Q When was punch card data processing system introduced for information retrieval?

A In the year 1950.

Q When was the wide spread use of computer started for information retrieval?

A In the year 1960.

Q What does a multimedia do?

A It is a computer technology that displays information using a combination of full motion video, animation, sound, graphics and text with a high degree of user interaction.

Q Explain mass media?

A In normal usage the mass media are understood to include book publishing, newspapers and magazines, film, radio and television, cassettes, compact discs, etc. In simple words we can say that organizations using information and communication technology to manufacture and distribute public messages, in the form of information and entertainment, to large dispersed and anonymous audiences.

Q What is input device?

A Any hardware device that sends data to the computer, without any input devices, a computer would only be a display device and not allow users to interact with it, much like a TV.

Q How does intranet differ from internet?

- A An intranet is a network of computers that uses the technology of 'its big brother' the Internet, for internal consumption. Unlike the Internet where a page may be accessible by anyone connected to the Internet, an Intranet is a local Internet generally belonging to a corporation or organization that allows a select few members access to the pages and is protected from any other users not part of that intranet. Computer residing on an Intranet will almost always be using IP addresses in the reserved address space.
- Q Explain communication technology?
- A The design and application of systems and equipment for sending or exchanging data by electrical means between two or more distant stations.
- Q What are the various types of computer crime?
- A Also known as cyber crime, e-crime, electronic crime, or hi-tech crime. Computer crime is an act commonly performed by a knowledgeable computer user, sometimes referred to as a hacker that illegally browses or steals a company's or individual's private information. In some cases this individual or group of individuals may be malicious and destroy or otherwise corrupt the computer or data files.
- Q What does WAN stand for?
- A Short for Wide Area Network, WAN is a collection of computers and network resources connected via a network over a geographic area. Wide-Area Networks are commonly connected either through the Internet or special arrangements made with phone companies or other service providers.
- Q What does the acronym LAN stand for?
- A Short for Local-Area Network, a LAN is a network that has networking equipment or computers in

close proximity to each other, capable of communicating, sharing resources and sharing information. Most home networks and businesses who have their own network are on a LAN.

Q What does MAN stand for?

A Short for Metropolitan-Area Network, MAN is a network that is utilized across multiple buildings. A MAN is much larger than the standard Local-Area Network (LAN) but is not as large as a Wide Area Network (WAN). Metropolitan Area Network (MAN) is a public high-speed network, operating at 100 megabits per second, capable of voice and data transmission over a distance of up to 50 miles.

Q What is a Gateway in computer term?

A "Software or hardware that enables communication between computers networks that use different communications" (American Heritage Dictionary). When referring to a network, a gateway is address used as an entry point into another network. For example: 166.70.10.1 could be used as a gateway.

Q What is a Pear-to-Pear network?

A Networking in between two computers through cables without involving a server is called Pear-to-Pear network.

Q What does the acronym www stand for?

A Short for World Wide Web, www sometimes also abbreviated as W3 or Web, is a graphical interface for the Internet that was first introduced to the public on August 6, 1991 by Tim Berners-Lee. The world wide web consists of billions of documents linked to each other that contain text, graphics, multimedia files, and other interactive software and

abilities. Unlike other services available through the Internet, the World Wide Web provides a rich medium and helps bring all types of users to the Internet.

Q What is a home page?

A It is an initial starting page on the Internet World Wide Web. Name for the main page in a web site where users can find hyperlinks to other pages in the site. It is common for the user to be able to find all sub pages from the home page. For example www.computer.com

Q Explain Domain in term of computer?

A When referring to a computer network running Microsoft network operating system, a domain is a group of network resources assigned to a group of users. Domains are commonly used to divide global areas of a corporation or a corporation's departments. A domain may need to be specified when mapping a network computer or drive. When referring to an Internet address or name a domain name is the name of the web page. For example, "Libraries.com" is our domain name.

Q What is Hypermedia?

A It is a term used for multimedia applications the HYPERTEXT principles. This permits the user to follow associative links between units of information by clicking on a HOT SPOT with a mouse.

Q Define e-mail?

A "A system for sending and receiving messages electronically over a computer network as between

personal computers" (American Heritage Dictionary). Short for electronic mail, e-mail or email is text messages that may contain files, images or other types of attachments sent through a network to a specified individual or group of individuals. The first e-mail was sent by Ray Tomlinson in 1971. By 1996 more electronic mail was being sent than postal mail.

Q What does the abbreviation BIOS stand for?

A Short for Basic Input/Output System. BIOS is a chip located on all computer motherboards that contains instructions and setup for how the system should boot and how it operates.

Q What is Cybercafé?

A Cafes that not only serve food and drinks, but also provide computers connected to the Internet for use by customers.

Q Who coined the term Cyberspace?

A Cyberspace, in computer jargon, the community of networked computers and the culture that has developed among users of these computers. The term was coined by American writer William Gibson and first used in his 1984 science-fiction novel *Neuromancer*, in which he described cyberspace as a place of "unthinkable complexity." The term has given rise to a vocabulary of "cyberterms", such as cybercafés (cafes that sell coffee and computer time), cybermalls (online shopping services), and cyber junkies (people addicted to being online).

Q Explain Metadata?

A Data about data is called metadata. Library catalogue is an example of metadata because it describes publications. In common usage as a generic term, metadata stores data about the structure, context and

meaning of raw data, and computers use it to help organize and interpret data, turning it into meaningful information. The Worldwide Web has driven usage of metadata to new levels, as the tags used in HTML and XML are a form of metadata, although the meaning they convey is often limited because the metadata means different things to different people.

Q What is Virtual Reality (VR)?

A Electronic environment created by computer software that simulates a three-dimensional physical setting. Often used in computer games and entertainment but also in engineering and architecture.

Q Explain facebook?

A Often abbreviated as FB, facebook is one of the most popular social networking websites on the Internet. Facebook is a popular destination for users to setup their own personal web pages, connect with friends, share pictures, share movies, talk about what you're doing, etc.

Q What is digitization?

A To convert an image or signal into digital code by scanning, tracing on a graphics tablet or using an analog to digital conversion device. 3D objects can be digitized by a device with a mechanical arm that is moved onto all the corners (Computer Desktop Encyclopedia). In other words digitization means converting information into a digital format. In this format, information is organized into separate units of data (called bits) that can be separately addressed (usually in multiple-bit groups called byte. This is the binary data that computers and many

devices with computing capacity (such as digital cameras and digital hearing aids) can process. Text and images can be digitized similarly. An optical character recognition (OCR) program analyzes a text image for light and dark areas in order to identify each alphabetic letter or numeric digit, and converts each character into an ASCII code.

Q Why digitization is necessary?

A Digitizing information makes it easier to preserve, access, and share. For example, an original historical document may only be accessible to people who visit its physical location, but if the document content is digitized, it can be made available to people worldwide. There is a growing trend towards digitization of historically and culturally significant data.

Q What is meant by digital divide?

A The term 'digital divide' describes the fact that the world can be divided into people who do and people who don't have access to - and the capability to use - modern information technology, such as the telephone, television, or the Internet. The digital divide exists between those in cities and those in rural areas. The digital divide also exists between the educated and the uneducated, between economic classes, and, globally, between the more and less industrially developed nations.

Q What is web 2.0?

A A term coined by Dale Doughert that today many believe to be a word to describe the second generation of the world wide web that introduces Internet technologies such as AJAX, Podcasts, RSS feeds, Weblogs, Wikis and other tools that help all users create their own content and help develop a more community driven website. However, because of the wide array of definitions for this term and sites that claim to be Web 2.0 its often dismissed as

a buzzword.(<http://www.computerhope.com>)

Q What is online social networking?

A For social networking, websites are commonly used. These websites are known as social sites. Social networking websites function like an online community of internet users. Depending on the website in question, many of these online community members share common interests in hobbies, religion, or politics. Once you are granted access to a social networking website you can begin to socialize. This socialization may include reading the profile pages of other members and possibly even contacting them. Web 2.0 and face Book are examples of online social networking.

Q What is social media?

A Social media includes the various online technology tools that enable people to communicate easily via the internet to share information and resources. Social media can include text, audio, video, images, pod casts, and other multimedia communications.

LIBRARY ACQUISITIONS/ COLLECTION DEVELOPMENT

Q What is library acquisition?

A In its broadest sense, acquisitions include all tasks related to obtaining all library materials. It is a process through which books and other library materials are selected, ordered and received for a library.

Q Explain collection development?

A The process of planning a library's programme for acquisitions and disposals, focusing on the building of collections in the context of the institution's collection policy.

Q What are the various tools of book selection?

A Publishers' catalogues, book-reviewing periodicals, book exhibitions, book reviews appearing in newspapers, national bibliographies, subject bibliographies and online databases.

Q Name a few online databases of book selection?

A

- Amazon.com Books Online (<http://www.amazon.com/>)
- Bookwire (<http://www.bookwire.com/>)
- Barnesand Noble Online Bookstore
<http://www.barnesandnoble.com/>
- Publisher'sWeekly
(<http://www.publishersweekly.com/>)
- Yahoo Children's Literature
- Google books (books.google.com)

Q What important points a librarian should keep in mind before ordering an item for library?.

A

- Library budget
- Users' demand for the particular item.

Q What are the general sources through which books and other library materials are acquired for any library?

A A library may use the following modes of acquisitions.

- Purchasing.
- Exchange.
- Gift.
- Membership of societies, organizations, etc.

Q What are the major problems faced by librarians in developing countries in acquiring library materials?

- A**
- Distance from leading publishers in the country, which causes delay in receipt of materials.
 - Difficulties in acquiring books and other library materials from neighboring countries due to inadequate book trade facilities, restriction on trade, bad relations between countries, etc.
 - Publications are frequently withdrawn from circulation due to political reasons.
 - Lack of funds.
 - Lack of bibliographical control.

Q What basic aspects of a library item are kept in mind doing book selection for a library?

A Author, title, physical appearance and price of the document, etc.

Q What is Cumulative Book Index?

A An international bibliography published eleven times in a year in English language. It is a publication of H. W. Wilson, New York containing information about books by author, title and subject. It has also an annual cumulation. It is one of the best book selection tools.

- Q** What is meant by weeding in libraries?
- A** Weeding is the process of removing materials from open access and reassessing its value.
- Q** Name the official centres of UK and USA who work as agent for exchange of international publications?
- A** British Book Centre, London and The United States Book Exchange Inc. (USBE), Washington. D.C.
- Q** Name some important book selection sources?
- A** The number of sources is quite large. However, some important sources are as under :-
- Periodical directory.
 - Bibliography of Chaucer. Readers' suggestions.
 - Review column in newspapers and periodicals.
 - Bibliographies.
 - Times Literary Supplement.
 - The Times London.
 - Herald Tribune (Paris).
 - ASLIP book list.
 - New York Times book review.
 - British National Bibliography.
 - Cumulative book index.
 - Ulrich's international.
 - Books Review Index N.Y. Wilson.
 - Book Reviews Digest B/M N.Y. Wilson.
 - Current book reviews citations.
 - Muslim World Book Reviews.
- Q** What qualities should an acquisition librarian have?

- A Acquisition librarian of any library should have the following qualities:
- Should have good knowledge of bibliography of available books, of publishers and their specialization.
 - Should know languages and scientific management.
 - Should be aware of the needs of readers.
 - Should also have adequate knowledge about book publishing and bookselling trade.
 - Should be impartial and unbiased.
- Q What is meant by accession number?
- A Every book and non-book material added to the library, receives a serial number in the order of acquisition to the library collection. This number is called accession number.
- Q What is accession register and what type of information does it carry?
- A Accession register is official stock record of the library. It contains columns of accession number, date of accession, author, title, edition, place of publication, publisher, year of publication, pages, vendor, bill number and date, price, date of withdrawal and remarks, etc.
- Q What do you know about PL-40?
- A PL-40 was started in 1940. Library of Congress used to acquire book and non-book materials from certain countries in lieu of financial aid given to those countries by the American Government. PL-40 does not exist now.
- Q What does CDP stand for?

- A** Collection Development Policy. It is a formal written statement of the principles guiding library's selection of materials, including the criteria used in making selection and deselection decisions and policies about gift and exchanges.
- Q** What is meant by collection development bias?
- A** To observe partiality while selecting materials for a library collection. This partiality may be in favour or against of materials presenting a particular point of view.
- Q** Explain collection maintenance?
- A** Libraries take various steps from time to time to preserve and keep the library collections in usable condition, such as binding, rebinding, mending, repairing etc. These activities are called collection maintenance.
- Q** What does collection management mean?
- A** Good library collections must change to keep pace with new technology and local needs. Evaluation of library collection from time to time is called collection management. Systematic evaluation of the quality of library collection is necessary to ascertain library's services goals and objectives and information needs of library patrons. Deficiencies if found, are addressed through collection development.
- Q** Explain collection assessment?
- A** Collection assessment or collection mapping is "an organized process for systematically analyzing and describing a library's collection." Assessments are conducted to provide several kinds of important information to libraries. They help clarify the library's goals in the context of its mission and budget, supply data used to set funding priorities, and build a base for long-range planning and administration.
- Q** What is meant by translation triangle in translation services?

A They are :-

- Producer
- Translator
- User

Q What is a banned book?

A A banned book is one that has been removed from the shelves of a library, bookstore, or classroom because of its controversial content. In some cases, banned books of the past have been burned and/or refused publication. Possession of banned books has at times been regarded as an act of treason or heresy, which was punishable by death, torture, prison time, or other acts of distribution. A book may be challenged or banned on political, religious, sexual, or social grounds.

Q What is meant by intellectual freedom?

The concept of intellectual freedom involves protecting the rights of all individuals to pursue the types of information they want and to read anything that interests them. An attempt by a member of the community to remove materials from a library collection or to restrict the access is against intellectual freedom.

Q Define government publications?

A Publications that are funded, prepared, and/or distributed by national, state, or local government are called government publications.

Q What are the various sources of acquiring government publications?

A Libraries acquire government publications in a number of ways. Some assume the responsibilities of depository collections. Some libraries purchase these documents through purchase from government agencies or vendors. In Pakistan, these publications are acquired by the National Library of Pakistan through copyright law.

Q If a book is lost and a new copy is purchased in its place, should it be given its own accession number or that of the lost copy?

A The newly purchased copy should be given its own accession number, not the old one.

Q What is called book plate and where is it pasted?

A It is a label that shows the ownership mark of the library and pasted on the inside of the front cover of a book.

REFERENCE AND CIRCULATION SERVICES

Q What is reference service?

A Ranganathan says "Reference service is establishing contact between reader and book by personal service". It is rather difficult to define reference service, which would be generally acceptable. However, we can say that reference service is a unique service with the purpose is to guide and assist the users in accessing all possible and imaginable information resources for research and study. It helps the users to identify and retrieve accurate information in the soonest possible time.

Q What are the various kinds of reference service?

A The reference service includes technical inquiry, current awareness service, selective dissemination of information, the document delivery service, and inter-library loan, to meet the information needs of patrons (in person, by telephone or electronically, answering questions, instructing users in the selection and use of appropriate tools and preparing reference statistics, etc.

Q Name a few primary, secondary and tertiary Sources of Information?

- A
- Primary Sources: periodicals, conference proceedings, technical reports, patents, standards and specifications, trade literature, theses and dissertations.
 - Secondary Sources: dictionaries, encyclopedias, biographical source, geographical source, current sources, statistical sources, handbooks and manuals, bibliographical sources.
 - Tertiary sources: directories, yearbooks and almanacs, union catalogues.
 - Environmental information sources and services

Q What is the difference between documentary and non-documentary sources of information?

A Documentary means the information shared has been proved and documented or there is documentation to prove that it actually happened whereas, non-documentary means someone has said this but there is no proof or documentation to prove that the information is true, or just where the information came from other than word of mouth.

Q What kind of services does reference section of a library perform?

A A well-organized library does have different sections and reference section is one of them. This is the section where reference services are provided. Reference section is expected to provide answers to the queries of the users, provide them information service on demand, guide them to select documents, provide them information regarding the organization of reference materials of the library, etc.

Q How referral and information service is provided in some libraries?

A When a patron does not find the required information in a particular library, institution ect, he/she is referred to a reputable person or agency outside the library for assistance, called referral service. Some libraries, for this purpose maintain contact numbers, index/list of referral agencies at their reference desk.

Q What kind of services does a reference librarian a reference librarian provide?

A The person who provides reference services in a library is called reference librarian. Reference librarian is a link between a user in search of information and the printed and electronic source where that information is located. For example, the reference librarian may link a reader with a rare book that is available only in a few libraries.

Q What kind of qualities does a reference librarian should have?

A The job of a reference librarian is difficult and challenging one. To meet the challenges, he should possess a wide range of intellectual interests, ability to search literature, keenness to help and guide the library users. He should also have good knowledge of the resources of the library, variety of reference tools in many subject areas. In addition he should have good communication skills to ascertain the

exact nature of information need when the user can not properly conceptualize it.

Q What is meant by library orientation?

A Library orientation comprises service activities designed to welcome and introduce users to services, collections, building layouts and the organization of materials. In short, library orientation is a part of user education in which new member of the library is introduced to various sections of library staff and its services.

Q Describe user education in libraries?

A It is a library user training in how to use a library, so as to be able to find out where information is available, why to use a particular search strategy, what other sources can help and how to exploit them further.

Q Define a reference source?

A There are several definitions of a reference source:

- Library of Congress: "Any publication from which authoritative information can be obtained."
- Reference and Users Services: "A work compiled specifically to supply information on a certain subject or group of subjects in a form which will facilitate its easy use."
- American Library Association: "Any source used to obtain authoritative information in a reference transaction."
- Online Dictionary of Library and Information Science: "Any publication used by a reference librarian to provide authoritative information in response to a reference question, including but not limited to reference books, catalog records, printed indexes and abstracting

services, and online bibliographic databases."
Current reference sources are useful for
locating information relating to recent events.

Q What reference source is used for short biographical sketch and exact date of death of a famous person?

A New York Times Obituaries Index 1858-1968 and for later obituaries New York Times biographical edition is to be referred.

Q Who maintains the Index of Commonwealth unpublished translations in UK?

A ASLIB, London.

Q What are various kinds of reference sources?

A The following may be called reference sources:

- Encyclopedias (Encyclopedias (print, electronic)
- Dictionaries
- Year-books
- Almanacs
- Gazetteers
- Atlases
- Globes
- Directories
- Hand-books
- Manuals
- Glossary
- Thesaurus

Q Define encyclopedia?

A A comprehensive reference work containing articles on a wide range of subjects or on numerous aspects of a particular field usually arranged alphabetically.

Q Why supplements to encyclopedias are issued?

A These are annual or periodical publications issued by publishers of encyclopedias to supplement the information contained in the encyclopedias previously published. The purpose of these supplements is to make up-to-date the information contained in the encyclopedias.

Q Define dictionary?

A A reference book containing an alphabetical list of words with information given for each word, usually including meaning, pronunciation and etymology.

Q Define yearbook?

A A documentary memorial or historical book published every year, containing information about the previous year.

Q Define almanac?

A An annual publication including calendars with weather forecasts, astronomical information tide tables and other related tabular information.

Q What is a gazetteer?

A It is a geographic dictionary or index of places arranged alphabetically. It serves as a finding list for geographical places like towns, cities, oceans, rivers, lakes, mountains, etc. For example, Columbia Gazetteer of the World.

Q What is atlas?

A A book or bound collection of maps, sometimes with supplementary illustrations and graphic analysis.

Q Define globe?

A A body with the shape of a sphere, especially a representation of the earth in the form of hollow ball.

Q What is a directory?

A A book containing an alphabetical or classified listing of names, addresses and other data, such as telephone numbers of specific persons, groups or firms.

Q Define handbook?

A Concise manual or reference book providing specific information or instruction about a subject or place.

Q Define manual?

A A small reference book, especially one, giving instruction.

Q What is a bulletin?

A A publication, generally a pamphlet, issued by a government, society or other organization at regular intervals and in serial form.

Q Define glossary?

A A list of difficult or specialized words with their definitions often placed at the back of a book.

Q Define thesaurus?

A A book of synonyms, often including related and contrasting words and antonyms.

Q What is a polyglot?

A Descriptive of a book consisting parallel texts in several languages, especially a dictionary of terms in more than two languages.

Q What sort of information does a guidebook contain?

A A guide book is defined as a handbook for travelers that gives information about a city, a region or a country or a similar handbook about a building, a

museum, etc.

Q Name various sources on geographical information?

A Such sources which are specially prepared to provide geographical information. For example, gazetteers, guidebooks, atlases, globes, maps, etc.

Q What is the impact of good reference service on users?

A A good quality reference service definitely impacts the library users. They can get their right documents and information at the right time and this brings good name for the organization. Reference staff is the interpreter of reference resource. In the United States, reference service is considered the most important function of any library.

Q What is the difference between reference and ordinary book?

A Those books which can be read through for education, inspiration or information are called ordinary books and those which can be consulted or referred to for a piece of information, are called reference books.

Q What is a biography?

A A carefully researched, relatively full narrative account of the life of a specific person or closely related group of people written by another person.

Q What kind of information does a biographical source contain?

A Biographical sources tell us about the dates of birth, qualifications, the contribution made by and the addresses of the personalities. Such sources are; biographical dictionaries, almanacs, encyclopedias, obituary columns of newspapers etc.

Q What is the difference between a biography and an autobiography?

A Autobiography is a book written by a person that gives an account of his own life in the book. He

explains the various events connected with his childhood, youth and adulthood in the book. Biography on the other hand is written by a person on another person that is considered a celebrity by the world at large. Biography explains the various events connected with the childhood, youth and adulthood of the celebrity in the words of the author.

Q What is called basic reference service?

A The minimum level of reference services which every library is expected to provide to its readers are:

- Provision of general information.
- Instructions in use of library catalogue.
- Assistance in searching and locating of documents.
- Library orientation.
- Inter-library loan, etc

Q What is called closed access area in libraries?

A A part of the library where books and other library materials are stored to which the library staff have direct access.

Q What kind of services are provided in ready reference?

A Ready reference is a fact-finding service. Sources of information, such as encyclopedias, dictionaries, almanacs, etc. are used to find the facts.

Q What did Ranganathan say about ready reference service?

A "Ready Reference Service is reference service finished in a very short time in a moment if possible"

Q What is direct reference service in libraries?

A It is a service rendered by reference section in shape of preparing reference bibliographies, reference catalogues and other reference aids.

Q What is indirect reference in libraries?

A It is a service rendered by reference section in shape

of preparing reference bibliographies, reference catalogues and other reference aids.

Q What kind of reference materials should be kept in a school library?

A The basic purpose of a school library is to fulfill all the educational requirements of children and to create reading interest in them. To meet these objectives, reference materials like illustrated encyclopedias, dictionaries, picture books, globes, maps, photographs, and filmstrips, slides, audio /video, etc. should be kept in school library.

Q What kind of reference materials should be kept in a college library?

A Like other academic libraries, the basic purpose of college library is to fulfill the educational needs of students and teachers. A college library would be expected to provide the following reference services:

- Instruction in the use of library.
- Reservation of documents.
- Reader's advisory service.
- Provision of general and specific information.
- Assistance in use of library catalogue/database
- Assistance in use of reference materials.
- Compilation of bibliography, etc.

Q What kind of reference services are supposed to be provided in a university library?

A The kind and nature of reference services in a university library greatly depends upon the curriculum, research programmes, methods of teaching and objectives of the university education. However, a university library is expected to provide the following reference services:

- Instructions in the use of library.

- Provision of specific and general information.
- Assistance in the location of materials and use of reference materials.
- Maintenance of vertical files.
- Instruction in the use of library catalogues.
- Compilation of bibliographies.
- Indexing and abstracting services.
- Maintenance of clippings, etc.

Q What kind of reference services are offered in a public library?

A A public library is established to serve the local community and is open to all without any discrimination. Readers may be students, teachers, businessman, children, housewives, doctors, engineers, etc. Therefore, the needs of the readers vary a lot from each other. Public library therefore, is expected to provide reference service to all the aforesaid members of the community. For example, a child may ask for a good picture book, a doctor for a manual on dentistry and a house-wife for a cooking guide-book, etc. Therefore, the demands of the readers cover a wide range of knowledge.

Q What kind of service is offered through current awareness service?

A The purpose of Current Awareness Service (CAS) is to inform the researchers, scholars, health care practitioners and other users about new acquisitions in their libraries.

Q What are the various methods of providing current awareness service?

A Librarians who provide current awareness service use different methods such as traditional methods, newer methods and RSS (Real Simple Syndication) methods.

Q How current awareness service is provided by traditional methods?

A Traditional methods include routing print journals, distributing photocopied journal tables of contents, and simply browsing professional publications. But it has disadvantage as routed print material moves slowly, distributing photocopies is labor intensive, and browsing material requires extra time and active participation.

Q What is the newer method in current awareness service?

A Newer methods include conducting saved searches in preferred databases and creating email table of contents alerts. It also has a drawback as saved searches involve expert users and continual search amendments. Email alerts flood in-boxes already brimming with unread items.

Q What are the alternative names of the current awareness list?

A 'Title announcement' service or a 'Title Journal.'

Q What does the acronym SDI stand for?

A Selective Dissemination of Information. The basic concept of SDI is to match the information with the interest of readers. This is a highly personalized type of service.

Q What does user's profile mean in the SDI service?

A It is a record of interest pattern of a user in the form of terms, key words or code numbers.

Q Define gray literature?

A It is commonly defined as any documentary material that is not commercially published. These include technical reports, working papers, business documents, and conference proceedings. The greatest challenges involved with these items are the process of identification, since there is limited indexing, and acquisition, since availability is usually

marred with uncertainty. Added to this is the absence of editorial control, raising questions about authenticity and reliability. Yet despite these considerations, gray literature is continually referenced in scholarly articles and dissertations.

Q Name a few general reference sources?

- A**
- Encyclopedia Americana
 - Encyclopedia Britannica
 - The Statesman's Year Book
 - Whitaker's Almanac
 - The International Who's Who
 - Whitaker's World of Facts
 - The World of Learning
 - South Asian Handbook
 - The Dictionary of National Biography
 - Encyclopedia of Religion
 - Encyclopedia of Islam
 - Ulrich's International Periodicals Directory
 - The Europa World Year Book
 - The Oxford Encyclopedia of the modern Islamic world

Q What is INIS Atomindex?

A It is an important abstracting service for nuclear scientists of the world.

Q Name the famous Almanac having been published from New York since 1868?

A World Almanacks and Book of Facts

Q Name the various reference sources on Pakistan?

A Pakistan's and World's Who is Who and What is What:

- The Encyclopedia of Pakistan
- Pakistan an Official Handbook
- Encyclopedia Pakistanica

- Pakistan Almanac
- Encyclopedia Tehreek-e- Pakistan
- Pakistan Treaty Series

Q Name the popular search engines through which we can acquire materials on various web sides?

A They are:-

- AltaVista:
<http://www.altavista.digital.com>
- Excite: <http://www.excite.com>
- HotBot: <http://www.hotbot.com>
- Googgle: <http://www.google.com>
- Infoseek: <http://www.infoseek.com>
- Lycos: <http://www.lycos.com>
- Looksmart: <http://www.looksmart.com>
- MetaCrawler
<http://www.metacrawler.com>
- WebCrawler: <http://www.webcrawler.com>
- Yahoo: <http://www.yahoo.com>

Q Name some important web sites through which we can find materials on Islam?

- A
- Islamic Understanding Institute of Malaysia
 - <http://www.ikim.gov.my/>
 - Ministry of Religious Affairs, Zakat & Ushr
 - <http://www.mra.gov.pk/>
 - Maps Relating to Islam's Historical Development
 - <http://ccat.sas.upenn.edu/-rs143/map.html>
 - Research Guide on Islam
 - <http://www.library.yale.edu/rsc/islam/islam.html>
 - Issues of Modern Age in Islam
 - <http://www.people.virginia.edu/-aas/home.htm>
 - Islamic Educational, Scientific, and Cultural Organization (IESCO)
 - <http://www.isesco.org.ma/home.htm>
 - International Institute of the Study of Islam in the Modern World (ISIM)
 - <http://www.isim.nl/index.htm/>

- Center for Study of Islam and Democracy (CSIM)
- <http://www.islam-democracy.org/index.asp>.
- The Noble Qur'an
- <http://www.use.edu/dept/MSA/>.
- Sunnah and Hadith
- <http://www.use.edu/dept/MSA/fundamentals/hadithsunnah/>
- Center for Religion and Democracy
- <http://religionanddemocracy.lib.virginia.edu/>
- Center of Islamic and Middle Eastern Law
- <http://www.soas.ac.uk./Centres/IslamicLaw/Materials2.html>
- Islam on the Internet
- <http://www.domainidx.com/islamnet.html>
- Islam on the Internet - A Special Report
- <http://www.npr.org/programs/watc/cyberislam/>
- Teaching Islamic Civilization with Information Technology
- <http://www.albany.edu./immh/vollol/teach-islamic.html>
- Academic Islamic Studies
- <http://www.arches.uga.edu/-godlas/MESCenters.html>
- Research Guide on Philosophy and Religion
- <http://www.lib.imu.edu/philosophy/internet.html>
- Islamic Text and Medical Arts
- <http://wings.buffalo.edu/student-life/sa/muslim/isl/isl.html>
- Islamic Culture and Medical Arts
- <http://www.nlm.nih.gov/exhibition/islamicmedial/islamic00.htsdml>
- The Growth of Islam
- <http://www.eduplace.com/ss/hmss/7/unit/7..2.html>
- Electronic Journals in Religion
- <http://www.ucalgary.ca/-lipton/journals.html>
- Islam in America
- <http://usinfo.state.gov.usa/islam/>

- Muslim Life in America
- <http://usinfo.state.gov/products/pubs/muslimlife/>

Q What is meant by circulation section in libraries?

A "The area of a Library in which the staff handle the loans procedures. Also called 'Charging desk, 'counter' 'Delivery desk, 'Discharging desk, 'Issue desk, 'Lending desk, 'Loan desk, 'Receiving desk, 'Return desk, 'Slipping desk, Staff enclosure" (Librarian's Glossary). Circulation section is the gateway between users and documents so it plays a major role to any library and Information System. It is considered as the centre of activities. It is the section where interaction between readers and library staff takes place. Therefore library staff working in circulation area should be polite towards the readers to create a good image of the library in public eyes.

Q Define library circulation?

A The process of checking books and other materials in and out of a library is called library circulation.

Q Name the various functions that circulation section of a library performs?

A Circulation is a fundamental access to library services. This section performs the following functions :-

- Issuing of reminders for overdue books.
- Issuing, return and renewal of books.
- Charging fines for overdue material.
- Maintenance of records.
- Maintenance of circulation statistics.
- Reservation of books for a particular reader.
- Handling of inter-library loan, etc.

Q Defining charging systems, name some popular charging systems in use?

A Readers would like to borrow books and other material for reading at home. Therefore, a suitable issue and return system is required in a library and such system is called charging system. Some well known charging systems are :-

- Dummy system
- Ledger system
- Brown charging system
- Newark charging system

Q Explain dummy system?

A In dummy system, a dummy is used as a substitute for a book when it is issued to a reader. Name of user call number and date of issue are given on the back of the dummy.

Q What is ledger system?

A In ledger system, a register is maintained in the library and at least two or three pages are allotted to each borrower. At the top of the register, name and address of the borrower is given. Index to the names of the borrowers is also given at the end of

the register. Various columns are made in the library register such as date of issue, accession number, call number, title of the book, name of author, edition, signature of the borrower, due date and date of return.

Q Describe Brown Charging System?

A In this system, reader is given tickets usually made in the shape of a pocket. Reader is given as many reader's tickets as he is allowed to borrow books. Detailed information about reader, his address, membership number and name is recorded on each reader's ticket.

Q Explain Newark Charging System?

A Borrower's card is issued to a reader and information about borrower's name, registration number, address, signature, expiry date, due date and return date columns are also given on the borrower's card.

Q What is meant by circulating book?

A A book that can be charged to a borrower account for use inside or outside the library is called a circulating book.

Q Circulating collection in libraries is used by what kind of users?

A Books and other library materials that may be checked out by registered borrowers for use inside or outside of the library.

Q Define circulating library?

A A library that contains books and such other reading materials that can be borrowed by the authorized persons for a fixed period of time.

Q Explain the term 'circulation analysis'?

A Compilation of statistics on circulation of library materials is called circulation analysis. These statistics

are categorized by material types, category of borrowers, trends in different subjects etc. to determine patterns of usage. Compilation of such statistics helps in collection development, budgeting and staffing of the library.

Q Circulation status shows what kind of information about a document?

A Circulation status provides information about a particular document available in the library for use under some conditions. Such Information may include that a document may be on order, in process, at the bindery, for library use only, recently returned' missing etc.

Q What is the purpose of registration of members in a library?

A

- For identification of members.
- For knowing about different kinds of borrowers and their general characteristics
- For collection of statistics regarding the usefulness of libraries readers

Q What part of the library is called browsing room and what type of materials are kept there?

A A room in the library that contains novels but not text-books is called browsing room.

Q Explain Borrower's Ticket and what purpose does it serve?

A It is a membership card entitling the holder to borrow books from the library.

INDEXING AND ABSTRACTING

Q Define index?

A Index is a list arranged systematically, providing enough information about each item so that it can be identified and located easily. Also defined as follows :-

- "An alphabetized list of names, places, and subjects treated in a printed work, giving the page or pages on which each item is mentioned" (American Heritage Dictionary).
- "A systematically arranged list giving enough information for each item to be traced by means of a page number or other symbol indicating its position in a sequence" (Librarian's Glossary).
- "An alphabetically arranged list of headings consisting of the personal names, places, and subjects treated in a written work, with page numbers to refer the reader to the point in the text at which information pertaining to the heading is found" (Dictionary for Library and Information Science).

Q How is an index arranged?

A Usually, index is arranged alphabetically, but some times it may be arranged in some other form according to the needs of users.

Q What is indexing?

A The process of compiling one or more indexes for a single publication, such as a monograph, or multivolume reference work, etc.

Q What is the difference between index and bibliography?

A Bibliography is a systematically arranged list of references to sources relating to a particular subject or person whereas an index is confined to a book or a set of bound journals.

Q What does the acronym KWIC stand for?

A KWIC is an acronym for Key Word In Context, the most common format for concordance lines. KWIC format shows index entries within the context in which they occur. This system was developed by H.P. Luhn.

Q Explain key word indexing?

A The process of constructing or compiling an index of published materials using keywords/ significant words from a title or a text as index, is called key word indexing.

Q What does KWOC stand for?

A Key Word Out of Context, the use of significant words from titles for subject index entries, each followed by the whole title from which the word was taken.

Q What does SCI stand for?

A Science Citation Index, originated by Eugene Garfield. The index published in 1964 for the first time.

Q Why is an index compiled?

A The main purpose to compile an index is to guide users to the intellectual contents and physical location of a document, or a word name, concept etc in a document.

Q Describe name index?

A It is an index to the names of people referred to or cited in a work.

Q Define alphabetic subject index?

A It is an index, in which all the entries, items are arranged in one alphabetical order including subject terms, author names and place names, etc. The arrangement is generally made in alphabetical order

and used as subject headings.

Q What is meant by classified index?

A It is an index, where entries are arranged according to some classification scheme.

Q Explain word index?

A An index to the individual names, which the author used, is called word index.

Q What is author index?

A Index of authors and names organizations, universities and government agencies, etc. used as authors is called author index.

Q Define citation index?

A "A list of articles that subsequent to the appearance of the original article, refer to, or cite, that article" (Librarian's Glossary).

Q Why cumulative index is prepared?

A An index designed to save the user's time by combining in a single sequence, the entries listed in two or more previously published indexes. In more general sense, any index that combines in a single sequence entries for previously published volumes of a book or periodical.

Q Define chain index?

A Chain indexing originally called chain procedure, is a useful technique in cataloguing. Encyclopedia of Library and Information Science defines Chain indexing as a "method of deriving alphabetical subject index entries in a semiautomatic fashion from the chain of successive subdivisions that leads from a general level to the most specific level needed to be indexed"

Q What is post-coordinate index?

A System of indexing in which the subject of a document is analyzed into its constituent concepts by an indexer but the preferred terms so allocated are not combined until they are selected by a user at the search stage. For example when using post-coordinate indexing, a manual on bicycle repair might be assigned the three separate preferred terms like :-

- bicycles
- repairing
- instruction books

Q Define pre-coordinate index?

A A system of indexing in which the preferred terms allocated to a particular document are syntactically combined in one or more sequences representing the only combinations available for retrieval purposes. e.g. bicycles -- repairing -- instruction books.

Q Name the first ever published index of the world?

A Alexander Cruden's Concordance (1737)

Q Explain key word?

A A word used as a reference point for finding other words or information.

Q Define concordance?

A An alphabetical index of all the words in a text or corpus of text showing every contextual occurrence of a word (American Heritage Dictionary. In more general sense, concordance is an alphabetical index to the principal words in a book.

Q Where did the word thesaurus come from and what does it mean?

A The word 'thesaurus' is derived from Greek and Latin words which means 'treasury'. This word has been used since long to mean lexicon or treasury of words.

Q Define thesaurus?

A A lexicon, more specially where words are grouped by ideas, a grouping or classification of synonyms or near-synonyms, a set of equivalence classes of terminology.

Q Define an abstract?

A A form of current bibliography in which sometimes books, but mainly contributions to periodicals, are summarized. They are accompanied by adequate bibliographical description to enable the publication or article to be traced and are frequently arranged in classified order" (Librarian's Glossary). In simple words, an abstract is a summary of a document with the provision of adequate bibliographic details, so that one can trace the document easily. The document may be a book, an article from a periodical or any other form of document. Abstracting service keeps a scholar up-to-date with the available literature of his field.

Q What are the various types of abstract?

A There are two kinds of abstracts :-

- **Indicative abstract:** This type of abstract just tells briefly what the document is about.
- **Informative abstract:** An informative abstract provides detail about the substance of a piece of writing because readers will sometimes rely on the abstract alone for information.

Q Describe the various purposes of an abstract?

A An abstract fulfils the following needs :-

- It keeps a researcher/scholar up-to-date with concerning knowledge.
- It tells the scholar whether the article is important for him/her or not.
- Classified index brings together materials on one object.
- It aids in the writing of the reviews.
- It helps in retrospective literature search.

Q In which year were abstracting services first introduced?

- A Abstracting services were first introduced in 1665 in London.
- Q What Type of abstract can be used for as a substitute for the original document?
- A Informative abstract.
- Q What does LUCI stand for?
- A Logical Unit based Cyclic Index. It is a different version of chain indexing system.
- Q What is the main difference between an index and an abstract?
- A Index locates a document and an abstract also does the same but describes the main and essential points dealt within the document. An abstract avoids duplication of work by indicating whether similar work has already been done elsewhere or not, and thus saves time.
- Q Define reprography?
- A Reprography is a general term used for the reproduction of documents or images especially those that are virtually indistinguishable from the original. Reprography can be by mechanical, electronic, or photographic means such as photocopying or xerography, scanning, digital printing, and photography.
- Q What is meant by indexing language?
- A An artificial language consisting of subject headings or contents descriptors selected to facilitate information retrieval by serving as access points in a catalogue and index.
- Q What is Index Librorum Prohibitorum?
- A A "list of forbidden books" prepared in 1558 at the request of Pope Paul IV.

SERIALS MANAGEMENT

Q What is meant by serial management?

A In general sense, serials management is meant every aspect of library work that touches serials such as collection developing policy regarding serials, allocating funds, acquisitions, cataloguing, classification and use of serials to provide user services, all these activities fall within the scope of serials management.

Q Define serials?

A Defining serials is not an easy job. Each librarian may give a different definition. However, the following are being accepted as standard definitions among library experts:

- "A publication issued in successive parts, usually at regular intervals and, as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, etc.) and memoirs, proceedings, and transactions of societies" (The ALA Glossary of Library and Information Science)
- "A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to continue indefinitely. Serials include periodicals; newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs; proceedings, transactions, etc. of societies and numbered monographic societies" (AACR2).

Q Describe the importance of serials?

A Serials, regardless of their format, are current sources of information for people. Owing to this importance of serials, libraries try to maintain as large a collection of serials.

Q Describe the various types of serials?

A Types of serials are:-

- Periodicals and newspapers
- Continuations
- Monographic series
- Supplements and special issues
- Pseudo serials
- Government document serials

- Q** What are the important characteristics of a periodical?
- A**
- A distinctive title
 - Appearance at stated or regular intervals in successive parts
 - Usually not bound
- Q** Is classification and cataloguing of serials in libraries necessary?
- A** Some libraries treat serials, periodicals/newspapers etc. differently than monographs and do not fully classify and catalogue them. The reasoning is that such materials are accessed through periodical and newspaper indexes. Therefore, representing them in the library catalogues is not necessary.
- Q** How are the serials arranged in libraries?
- A** The arrangement of serials/periodicals varies from library to library. Classified titles may be intershelved with other library materials or shelved in a separate location. Unclassified titles may be arranged by main title. Current issues may be shelved with completed volumes separately in a current periodical room.
- Q** Explain periodical?
- A** A periodical is a serial published more than once a year with regular frequency such as daily, weekly, monthly, quarterly, semiannually, etc. All journals and magazines are periodicals. Periodicals are the most popular type of serials because they contain collection of articles written by different authors.
- Q** What is difference between newspaper and periodical?
- A** Newspapers are periodicals because their publication pattern fits the description of periodicals.
- Q** What do you know about journal impact factor?
- A** Journal Impact Factor is from Journal Citation Report (JCR), a product of Thomson ISI (Institute for Scientific Information) USA. JCR provides quantitative tools for evaluating journals. The impact factor is one of these. In general sense, it is a measure of the frequency with which the average article in a journal has been cited in a given period of time.

Q How impact factor for a journal is calculated?

A The impact factor for a journal is calculated based on a three-year period, and can be considered to be the average number of times published papers are cited up to two years after publication.

Q What kind of services does ISI (Institute for Scientific Information) provide in the field of research?

A ISI (Institute for Scientific Information) offers bibliographic database services. It maintains citation databases covering thousands of academic journals, including a continuation of its longtime print-based indexing service the Science Citation Index (SCI), as well as the Social Sciences Citation Index (SSCI), and the Arts and Humanities Citation Index (AHCI). All of these are available via ISI's Web of Knowledge database service. This database allows a researcher to identify which articles have been cited most frequently, and who has cited them. A list of over 14,000 journals is maintained by the ISI. (<http://www.facebook.com/pages/Institute-for-Scientific-Information/>)

Q What is meant by continuations?

A Nonperiodical serials are called continuations, such as annuals, yearbooks, etc. Frequency is more important in categorizing types of serials. If a general publication pattern is more frequent than once a year, they may be handled as periodicals, otherwise they are called continuations.

Q Define monographic series?

A According to the AACR2R Glossary, monographic series are 'a group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.'

- Q What is the full expansion of ISDS?
- A International Serials Data System (ISDS), is the computer based data bank having a complete control over the world periodical publications.
- Q What are supplements and special issues?
- A Supplements and special Issues are related to serials. They are published to celebrate some special occasions or to highlight important current events.
- Q Explain "Pseudo serials"?
- A Some monographic publications are treated as serials in libraries in terms of acquisitions and technical processing practice. These are those publications that publish in shape of books. Contents of such books are regularly updated. Updating is done, annually, biennially, quinquennially. Monographs with this publication patterns are called "Pseudo Serials.
- Q Describe peer-reviewed journal?
- A A peer-reviewed journal is one in which the process to determine if an article will be accepted for publication is done by professional colleagues. Sometimes these periodicals are also called scholarly journals or academic journals.
- Q Describe government document serials?
- A Those publications that are published by different government agencies at international, national, federal, municipal and local, level are referred to as government document serials.
- Q Name some more-common changes related to serial publications?
- A They are:-
- Title Changes: Title changes related to serials publications is common phenomenon and such unnecessary title changes are not welcome because title change means extra work for

library and that requires major changes to all serial records related to this title.

- **Frequency Changes:** Frequency changes are also common in terms of serials. A monthly can be changed into quarterly or vice versa. Some times a serial can be suspended temporarily. Such changes create problems for serials management departments of libraries.
- **Other Changes:** *Other changes include change in size of periodicals, change of publishers, editors, contents etc. The result of such changes definitely affects the routine work of serial management department of libraries.*

Q Name the different formats of serials publications?

A Serials can be found in any format such as paper, CD-ROM,, microform, and electronic publishing format.

Q Define journal?

General dictionaries define journal as "a periodical publication specially dealing with matters of current interest ---- often used for official or semi-official publications of special groups"

What is the difference between electronic journal and full-text journal?

Electronic journals are publications that exist only in an electronic format, whereas full-text identifies the availability of the text of paper- based journals in an electronic format.

Define pamphlet?

An independent publication consisting of a few leaves of printed matter stitched together but not bound is called pamphlet.

What is meant by electronic publishing?

It is rather difficult to define electronic publishing accurately because the field is rapidly changing. However, in general sense, e-publishing is the process of creating messages, distributing them, and reproducing them entirely online, often with a capability for feedback. Unlike desktop publishing, electronic publishing does not

usually generate hardcopy.

Q Define electronic journal?

A Electronic journals are a fast developing feature of electronic publishing. The definition of electronic journal is vague because the term is used with various meanings. Broadly speaking electronic serials/journals is meant any journal, magazine, e-zine, webzine, newsletter or type of electronic serial publication which is available over the Internet.

Q What does the abbreviation e-Zine stand for?

A Electronic magazine, a periodical publication that is stored on a file server and that may be distributed or accessed via a computer network.

Q What is meant by webzine?

A A magazine that is distributed online over a computer network rather than being printed on paper.

Q Define biannual?

A This refers to a publication issued twice a year.

Q Define biennial?

A This refers to a serial publication issued every two years.

Q Define annual?

A A publication issued once a year is called annual, such as annual reports, annual reviews etc.

Q What kind of publication is called semiannual?

A A publication issued at interval of six months is called semi-annual. Semi-annual usually refers to a serial publication issued every six months.

Q What is a triennial?

A A publication issued every three years is termed as triennial. Usually used for serial publication issued every three years.

- Q** For what kind of publication does the term quadrennial is used?
- A** Quadrennial is used for those publications that are issued every four years.
- Q** What is quinquennial?
- A** A publication issued after every five years is called quinquennial.
- Q** Explain sexennial?
- A** A publication issued at interval of six years, is called sexennial.
- Q** After how many years septennial publication is issued?
- A** Publication issued at interval of seven years is called septennial.
- Q** Define decennial?
- A** A publication issued every ten years, such as census reports etc. is called decennial.
- Q** What do you understand by serial cancellation?
- A** Notice is served to a publisher or subscription agent that the library is no longer wishes to subscribe to a particular serial for any reason. This is called serial cancellation.
- Q** What is called serialized?
- A** A work published in installments, usually at regular intervals is called serialized.
- Q** What does ISSN stand for?
- A** International Standard Serial Number (ISSN). It is used to identify both print and electronic periodical publication and consists of eight digit number.
- Q** What is the difference between ISSN and ISBN?
- A** ISSN and ISBN (International Standard Book Number) codes are similar in concept, where ISBNs are assigned to individual book. An ISBN might be assigned for particular issues of a periodical, in addition to the ISSN code for the periodical as a whole.

Q Who allots ISSN?

A ISSN International Centre based in London, established in 1974. The International Centre maintains a database of all ISSNs assigned worldwide.

Q How are ISSNs obtained?

A ISSN can be had in advance of publication by filling application form available on ISSN website and sending it online or printed out and faxed/posted to ISSN International Centre, London.

Q Is there any ISSN assigning agency in Pakistan?

A There is no such agency in Pakistan. However, Department of Libraries, National Library of Pakistan, Islamabad assigns ISBNs to local publications.

Q What criteria the HEC, Islamabad has set for recognition of an international science journal?

A The criteria :-

- The journal should be regularly published.
- The journal should have impact factor.
- It should be "Peer Reviewed."
- It should be abstracted/indexed internationally.
- The journal published in any language other than English should publish abstract of each paper in English.
- Reference should be provided according to the international standard as per policy of the journal.
- It should have diverse editorial advisory board.

RESOURCE SHARING IN LIBRARIES

Q What is library resource sharing?

A In simple words, library resource sharing sharing of library resources by certain participating libraries among themselves on the basis of the principles of co-operation. In general sense, it is a mutual co-operation between two or more libraries to share their library collections, functions, services and expertise of their staff.

Q Name different terms used for resource sharing?

A The terms "library cooperation", "library networking", "library linkages", "library collaboration", "library consortia", "interlibrary loan", "document supply", "document delivery", "access services", are used interchangeably to describe formal and informal cooperation, partnership and resource sharing activities in libraries.

Q What are the seven laws of resource sharing as defined by Kaul?

- A**
- Library resources are for sharing
 - Documents in standard database form are the dynamic
 - Resources for global sharing
 - Every resource its user
 - Every user his or her share of the resource
 - Minimize the non-use period of documents-in-demand
 - Automated delivery mechanisms of resources will progressively grow
 - Resource sharing is a global phenomenon
According to Kaul, these laws are necessary for smooth functioning of resource sharing.

Q Why is resource sharing done in libraries?

A "The present race between knowledge and book production has made it impossible for any library, how big it may be, to acquire all the printed literature in the world even on the smallest area of the spectrum of knowledge, or to cope with even a fraction of the daily production of literature" (Sangal, 1984). Resource sharing in libraries is necessary because, at present, no library can alone fulfill the information needs of its users due to rapid growth in literature, increasing cost of library resources, decreasing library budgets and increasing demands of library users.

Q What are the various motivating factors that force libraries to participate in resource sharing programme?

A The traditional concept of ownership in collection development is gradually being replaced by access to information and knowledge without regard to location and format. Resource sharing among libraries has become the common desire and practice. Increase in the volume of library materials and information, the increasing costs of acquiring and processing them, the need for trained personnel, storage space, and the increasing demands by users are motivating factors for libraries to share books, journals, preprints, catalogues, list of publications, recent additions, newsletters, policy decisions, current events, news flash, etc.

Q Describe the various benefits of library resource sharing?

A It has the following benefits:-

- It maximizes the availability of library resources of participating libraries.
- It improves the services to users.
- Minimizes the expenses of the participating libraries.
- It helps to develop and maintain relevant collection.

- Library services are improved.
- It provides users of participating libraries access to a wider range of library collection.
- Staff of the participating libraries benefit from each other's experience.
- Management of participating libraries improves.

Q What is a library network?

A A library network is usually consists of formal agreement/ arrangement, whereby materials, information and services provided by a variety of libraries and other organizations are made available to all potential users. Libraries may be at different places but agree to serve one another on the same basis as each serves to its own clientele.

Q What are the pre-requisites for success in library resource sharing programme?

A Success of resource sharing programme mainly depends on the following prerequisites:

- Willingness to co-operate for mutual benefits.
- Resource sharing libraries should have good collection and willingness to share their resources.
- Objectives and goals of resource sharing should be clearly defined.
- Modern library techniques should be followed.
- Financial support for resource sharing programme must be ensured.

Q What is meant by library networking?

A Library networking is meant to promote and facilitate sharing of the resources available within a group of libraries in order to provide maximum information to users, to lower operational costs and also to make optimum use of resources.

Q Define inter-library loan?

A "Inter-library loans are transactions in which library materials are made available by one library to another for the use of an individual and include copies as substitute for loans of original materials." (National Library Code of 1968 (USA). Inter-library loan is a service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library. The user makes a request with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user, and arranges for its return. In simple words, interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

Q Name the various forms of resource sharing?

A Resource sharing can be found in the following forms:

- Inter-library loan
- Co-operative acquisition
- Co-operative storage
- Co-operative processing
- Co-operative delivery of services
- Union catalogue
- Exchange of personnel and training facilities
- Clearing house functions
- Technical process, translation services
- Web-based sharing, etc.

Q Explain co-operative acquisition?

A When some libraries do not participate in resource sharing programme, they spend a lot of money, valuable time and efforts on acquisition of library materials. So, when a co-operative acquisition programme is put in action for them, they save a lot of time and money. Thus duplicate acquisition is automatically avoided. Each participating library is asked

to develop collection on specific subject (s) and thus each library makes efforts to build its collection strong in the selected subject. Though only one library acquires materials on one subject, the identification of materials will be done by all the libraries in the programme, according to their requirements.

Q How is co-operative storage done in resource sharing system?

A Due to information explosion and publications on every subject in every discipline, storage of library materials is becoming more uneconomical in terms of money and space. Therefore, co-operative storage if done, would give better results. The concept of co-operative storage can be put into practice at least in respect of less used library materials. Photo copies of extracts of these materials can be made available at various individual libraries to meet the more urgent needs of the users. Co-operative storage would also keep track of catalogue entries and help avoid duplication. The cost of such storage system would be shared by the participating libraries.

Q How is co-operative technical processing of materials done in resource sharing system?

A Libraries engaged in resource sharing system accept a common classification scheme and standardization of descriptive and subject cataloguing. Participating libraries establish central technical processing unit. Classification and cataloguing are centrally done and entries are distributed to the participating libraries. This process not only saves the time of the member libraries but also gives them some financial benefit.

What is meant by co-operative delivery of services in resource sharing system?

In co-operative delivery of services the user directly goes to the library actually having the reading material as opposed to Inter-library Loan whereby the book moves from one library to another and the user receives the book from the librarian of the second library. Such practice involves time and money.

- Q** Discuss the role of union catalogue in the success of resource sharing programme?
- A** For a successful and effective resource sharing programme, it is most essential that each participating librarian should know the resources available with other libraries. For this purpose, a regularly updated union catalogue should be readily available with all participant libraries. Regularly updated catalogues and supplements should be circulated to all the participating libraries to enable the most effective exploitation of the common resources.
- Q** Explain the importance of exchange of personnel and training facilities in resource sharing programme?
- A** In resource sharing, exchange of personnel is meant sharing of expertise. It has been observed that recruitment of an expert on permanent basis sometime becomes unnecessary because such expertise may be required for a short period of time. Therefore, borrowing services of experts from other library definitely improves the training of in-house library staff.
- Q** What is meant by web-based resource sharing?
- A** Towards the later part of 1980's and early 1990's many resource-sharing networks distributed their union catalogues on CD-ROMs to the participating libraries. The availability of internet and other web technologies have made resource sharing quite simple and easy. Participating libraries just need to have good Internet connectivity. The common users interface provided by the Web browsers enables integration of access to shared resources (e.g. union catalogues) and also to local library collections and services. Integration of messaging and file transfer protocols in the Web enables easy support for inter-library loan and cataloguing efforts, cooperative acquisition, inter-library loan, reference and referral services, and retrospective conversion and so on.

Q Name various tools of resource sharing?

A Resource sharing can only be done effectively if good resource sharing tools are available. There are various resource sharing tools in networked environment. Some of them are:-

- **Databases:** Exchange of information through electronic mail, online facility or a terminal is possible if a database is created.
- **Co-operative collection development :** It allows libraries to cost-effectively provide a well balanced collection through consortial planning, selection, and purchase of materials.
- **Union Lists :** Union lists are important for resource sharing tools for current materials in libraries such as periodicals.
- **Union Catalogues:** The union catalogue databases are the basic resource sharing tools that can be used for actual location and faster delivery of documents.
- **OPACs:** The OPACs are playing important role in information retrieval. OPACs mostly reflect now a day's print as well as electronic collections.
- **CDROMs:** The CD-ROMs technology was introduced in 1980s. It is a major source of information in libraries. CD-Rom union catalogue can offer an off-line access to the resources of a library network which is both convenient and economical.
- **National Bibliographic Database:** A national bibliographic database is an essential resource sharing tool at a national level as it plays the role of being bibliographic repository of a nation's holdings.
- **Internet:** Also known by the name of Information Super Highway. Today, World Wide Web has become a major source of resource sharing. However, we have to evaluate the right kind of resources on www with the help of a library and information professional who has begun to handle the web resources.
- **Virtual Libraries:** Virtual libraries have no physical existence. They are scattered, and

can be accessed full text from anywhere through Internet and used whenever the user wishes to use information.

- **Mailing Lists:** Latest information is becoming available through mailing lists that are available in different disciplines.
- **Digital Libraries:** Due to information technology, digital library provides instant access to library resources round the clock with the help of networking. The advantages include resource sharing, document delivery services and data transmission in a minimum duration.

Q What are the various barriers to resource sharing?

A Several experts have identified some barriers to resource sharing in different contexts. According to Woods et al... there are four main resistances to resource sharing :-

- Economic resources
- Political decisions and neglect
- Personal and professional concerns
- Social and cultural pressures.

In addition to the above, there are some more barriers. They are:-

- Lack of modern library, postal and telecommunication networks particularly in the third world
- Access to photocopy and like facilities is rare
- Protective attitude of the institutions in developing countries
- Lack of library planning
- Lack of national bibliographies and union catalogue

Q Name the two ancient libraries of the world that participated in resource sharing?

A Some evidence were found that Alexandria Library, a famous ancient library of the world shared its resources with Pergamum Library, first time in the history of library resource sharing. These two famous ancient libraries existed around 200 BC.

LIBRARY ADMINISTRATION AND FINANCE

Q Define administration?

A The act or process of administering especially, the management of a government or large institution (The American Heritage Dictionary).

Q Define library administration?

A The control and supervision of a library or library system, including planning, budgeting, policy making, personnel management, public relations and programme assessment, with responsibility for results. Also refers collectively to the persons responsible, usually a board of trustees or dean, library director, and his or her immediate staff (Dictionary for Library and Information science).

Q What is library management?

A "The technique of organizing priorities, motivating staff, securing resources and evaluating performance in order to obtain the optimum efficiency and benefit from a library service." (Librarian's Glossary). In simple words, library management is meant the issues involved in managing a library.

Q Differentiate between administration and management?

A Administration is a way of thinking. It is responsible for:-

- Policy making;
- Laying down objectives;
- Issuing directions;
- Providing over all guidance;
- Determining goals and targets; and
- Exercising over all co-ordination and control.

Management is a way of doing. It is responsible for:-

- Executing and
- Achieving the aims, objectives and implementing policies of the administration.

Q What are Henry Fayol's principles of administration?

A Henry Fayol brought out five distinguishing principles/ functions of administration. They are :-

- To plan
- To organize
- To command
- To-coordinate
- To control

Q Who coined the word 'POSDCORB'?

A Luther Gulick. He adopted Fayol's ideas and restated the functions/principles of administration under the catchword. It stands for the following seven functions/ principles:-

- Planning
- Organizing
- Staffing
- Directing
- Coordinating
- Reporting
- Budgeting

Q Explain planning?

A Planning means determining the goals and ideals of an institution and the ways and means to achieve these objectives are thought out on a plenary basis. In simple words, planning is thinking and deciding in advance that:-

- What to do;
- When to do;
- How to do;
- Who is to do; and under whom to do.

Q What is meant by organizing?

A Organizing is one of the functions of management which follows planning. It is a function in which the combination of human, physical and financial resource takes place. All the three resources are important to get results. Therefore, organizational function helps in achievement of results which in fact is important for the functioning of a concern. According to Chester Barnard, "Organizing is a function by which the concern is able to define the role positions, the jobs related and the co-ordination between authority and responsibility".

Q Explain staffing?

A An organization for its better performance is wholly dependent upon proper staffing and recruiting policies. Therefore, staff recruited in an organization should have special capabilities and aptitudes for performing a particular kind of job. Staffing includes selection and training of individuals for specific job functions, charging them with the associated responsibilities and maintenance of favourable conditions of work for them.

Q What is directing?

A A basic management function that includes building an effective work climate and creating opportunity for motivation, supervising, scheduling and disciplining.

Q What is meant by coordinating?

A Coordinating is one of the key functions of management. It means the integration of activities, responsibilities, and

command and control structures to ensure that the resources of an organization are used most efficiently in pursuit of the specified objectives.

Q Explain reporting?

A It means keeping the authorities of an organization informed about the progress of work. This job of reporting is performed by executive head of the organization and such a report should be based upon actual statistical data.

Q What is the importance of reporting in an organization?

A It enables the decision-makers to take right decision at right time. It also enables the different sections and units of an organization to work into one total system.

Q Describe budgeting?

A Budgeting includes fiscal planning, accounting and control. No organization can function efficiently without adequate finances but it is difficult to get sufficient financial resources for all kinds of organizations particularly libraries which always take back seat even in the developed world because government does not consider libraries as indispensable for the society.

Q What does job description mean?

A Job descriptions are written statements that describe the duties, responsibilities, most important contributions and outcomes needed from a position, required qualifications of candidates, and reporting relationship and coworkers of a particular job. Job descriptions are based on objective information obtained through job analysis. Job descriptions also include information about working conditions, tools, equipment used, knowledge and skills needed, and relationships with others.

Q What is job analysis?

A It is to determine what is to be done and the best method of doing it. It also includes determining the qualifications and aptitudes of workers to be able to carry out a job in better way.

Q What is meant by system analysis in term of management?

A A management technique founded on scientific principles to find out solutions to difficult problems.

Q What are the qualities of a good Librarian?

A A good librarian should possess the following qualities:-

- High academic and professional qualifications.
- Should be a scholar possessing encyclopedic mind.
- Should be an expert in understanding of human relations.
- Should believe in the philosophy of service to users.
- Should be courteous and helpful.
- Should possess self-confidence.
- He should possess awareness of community activities.
- Should be aware of what is going on in different section of the library.
- Should be well-informed and should keep himself up-to-date about the latest developments in his field.
- Should have the ability to handle the matter tactfully.
- Should be welcoming and research minded.
- Should put service before self.

Q What are the various responsibilities of a Librarian?

A They are:-

- Planning for the library. It involves formulation of objectives, determination of policies and selection of procedures.
- Organizing the library on modern scientific lines.
- Advising on selection of employees for the library. Training placement and assigning duties to library staff with their qualifications.
- Issuing administrative instructions or orders from time to time for smooth working and achieving the objectives of the library.
- Checking the periodical reports submitted by the sectional heads about the progress or regress of their respective sections.
- Preparing budget of the library based on past facts, present conditions and future forecasts.
- Recommending acquisition of books, periodicals, audio-visual and other materials to keep the collection up to date.
- Developing systems to access library collections.
- Conducting library and information training sessions.
- Cooperating with national and international research organizations to share resources and to develop gift and exchange programmes.

Q Define scientific management?

A Scientific management is the application of the principles and methodology of modern science to problems of administration"

Q Who introduced scientific management? Also explain the principles of scientific management?

A Frederic W. Taylor. He established four basic principles of scientific management, that are:

- There should be scientific base for each element of

work; thus replacing the old rule of thumb methods;

- The selection of best workers for each work and training and development of workmen;
- Division of work on the principle of division of labour and specialization so as to give specialization touches to the work; and
- Incentive wages rewarding the workers for their skills and contributions.

Q What is records management?

A A component of records management or archives administration, deals with the creation, storage, retrieval and disposal of all format records (paper, electronic, etc) where information resides.

Q What decision making is?

A Decision making can be regarded as the mental processes resulting in the selection of a course of action among several alternative scenarios. Every decision making process produces a final choice.

Q What is the purpose of organization charts in libraries?

A Organization charts demarcate and determine the responsibilities of different sections and their relationship between them in the library.

Q What does MBO stand for?

A Management by Objectives. Management by objectives was first outlined by Peter Ducker in 1954. It is a systematic and organized approach that allows management to focus on achievable goals and to attain the best possible results from available resources.

Q Why library rules and regulations are made?

A A library to be run successfully and efficiently requires

certain principles. Its members must follow these principles so that the desired results may be achieved without any hindrance. Any reader, who wants to become a member of a library, would like to know about facilities provided by the library. Therefore, he would like to know about the rules if a book is lost. He would also like to know about hour of opening of the library borrowing books, procedure regarding admission into the library, etc. Therefore each library must have rules to handle the above said problems.

Q Describe the principles of good library rules?

A Library rules help the users and staff and are useful in management of a library. Therefore, the following principles must be kept in mind while framing rule libraries.

- The library rules should be few, simple, flexible and plausible. If the rules are too many, the readers may not be able to keep them all in mind and thus the purpose of making rules will be useless.
- The language of library rules should be simple and expressive because a reader being a layman may not be able to understand the technical words.
- Flexibility must be observed while framing rules because rules are made to facilitate the working within an organization.. Rules should not become the master but should remain the servants of an institution.
- The library rules should provide enough autonomy and discretionary powers to librarian.

Q Do all libraries should have the same type of rules?

A It is not necessary for all types of libraries to observe

the same sets of rules. Different libraries will need different type of rules. However general rules would be similar.

Q What important factors should be kept in mind in framing library rules?

- A**
- Number and kinds of library users and their requirements.
 - Kind of materials to be used or issued out keeping in view the type of the library.
 - Kind of services provided. For example, loan reservation, and bibliographical services, etc.

Q What kinds of basic Information should library rules provide about a library?

A These are :-

- Basic information should be provided about working hours.
- Information about holidays in the library.
- Provision of information about membership.
- Information about admission to the library. For example to provide information about the eligibility of membership.
- To provide information about loan privilege.
- Provision of information about reader's tickets and loss of tickets.
- Conditions of loan.

Q Define finance?

A "The science of the management of money and other assets" (American Heritage Dictionary). Finance is a branch of economics, concerned with resource allocation as well as resource management

acquisition and investment. Simply, finance deals with matters related to money and the markets.

Q What is meant by library finance?

A Funds are required to establish and run libraries. Libraries are spending institutions and they do not make profit. Therefore, to run the library, finance is an important factor and it is generated through different sources in different type of libraries.

Q Name the various sources of finance in libraries?

A Possible sources of finance in libraries are:-

- Subscription from members.
- Government grants.
- Library fines.
- Grants from parent body.
- Sale of publications.
- Gifts (cash or kind)
- Income from photocopy services, translation services, compilation and bibliographies.
- Donation from different organizations.

Q What are the various sources of finance in public libraries?

A Main sources of revenue in public libraries are:-

- Subscriptions
- Endowments and private benefactions
- Government grants
- Gifts
- Fees and fines

Q Define budget?

A Budget is defined as "an estimate often itemized, of expected income and expense, or operating results, for a given period in the future" (Random House Dictionary of English Language).

Q How is library budget important for smooth functioning of libraries?

A In general sense, a library budget is an estimate of expected income and expenditure of the library for the coming year. Budget is important from administrative point of view. It provides an opportunity to reassess the needs of the library. Budget is important to proper functioning which enables a library to meet the needs and demands of its users.

Q Name the various methods of financial estimation

- A**
- Per capita method
 - Proportional method
 - Method of details

Q What is line item budget?

A It is a budget technique where expenditure is divided into broad categories such as salaries, books, wages, equipment, lighting binding, etc.

Q Name the various methods of preparing of library budget?

- A Library budget is usually prepared on the basis of the following basis:-**
- Expenditure in the last year
 - Work programme of the library
 - Authoritative and standard principles

Q What is lump sum budget?

- A In this budget technique, a certain amount of money is allocated to the library. Here the Librarian is empowered to allocate the amount to different categories. This gives the librarian freedom to allocate the money.
- Q How formula budget is prepared?
- A It is an easy technique where predetermined standards are applied for the allocation of budget. Formula budget requires no special skills to prepare and administer.
- Q What is performance budgeting ?
- A It describes in detail the resources and objectives to be achieved in the next fiscal year.
- Q Explain programme budget?
- A It concerns with the activities of the organization. Here amount is allocated to programmes, services and activities of the organization.
- Q What the acronym PPBS stands for?
- A Planning, Programming Budgeting Systems. It is a budget technique, which combines the best of programme budgeting and performance budgeting.
- Q Explain Library Marketing?
- A Marketing is the management process responsible for identifying, anticipating and satisfying consumers' requirements. In recent years, marketing has been gaining importance in libraries throughout the world. Self-support policies, increasing competitiveness in the marketplace, rising customer expectations, and widening access to information are some of the main reasons for this trend. To survive in such an environment, library and information centers must identify their users' needs and integrate this information into the everyday workings of the library.

GENERAL INTERVIEW QUESTIONS

The following sample questions are usually asked during interview. Candidates should be mentally prepared to answer such questions.

- Q Introduce yourself?**
- Q Why did you decide to enter the field of Library and Information Science?**
- Q Why did you apply for this position? What distinguishes you so that you are the right person for this job?**
- Q What else besides your job experience qualifies you for this job?**
- Q What does success mean to you? How do you judge it?**
- Q Are you able to meet the requirements for this job? When could you begin work here?**
- Q If you are selected, in what ways do you think you can make a contribution to our department?**
- Q You have just had a short tour of this library. Did any aspect or anything you saw or heard about this library surprise you? Would you change anything about this library?**
- Q Name two books you have read within the past two months and describe one of them as though you were recommending it to a patron to read. Why would they want to read it?**
- Q What do you know about our library?**
- Q What are your strengths and weaknesses as a librarian?**

- Q What do you think, are the major issues facing libraries today?
- Q Why do you think this library should hire you?
- Q If you were hiring someone for this job, what qualities would you look for?
- Q Are you a person who likes to "try new things," or "stay with regular routines"? Give an example.
- Q What are your favorite reference books?
- Q Tell us about your background, including your education, work experience, special skills and knowledge.
- Q Describe your experience in creating documents, proposals, research findings, or any other form of written copy.
- Q What is an area of improvement that you would like to make in your professional life?
- Q What did you do to prepare for this interview?
- Q Considering your education and work experience, why do you feel you are qualified for this job?
- Q Do you plan to continue your education?
- Q Describe differences among patrons in a public library, an academic library, and a special library?
- Q Why did you choose librarianship as a career?
- Q Tell us about your experience with information technology?
- Q Why are you interested in this particular career?

- Q What contributions could you make to our library?
- Q How would you describe your management philosophy?
- Q What type of management style do you prefer?
- Q What kind of work environment do you prefer?
- Q What sorts of people do you enjoy working with most?
- Q What supervisory experience have you had?
- Q What is your public service experience, including bibliographic instruction, reference desk, and collection development?
- Q What is your knowledge and/or experience of library technology?
- Q Where do you expect to be professionally in five years?
- Q The role of librarian has changed a lot in the past few years and will probably continue to change. How do you see this role changing in the next five years?
- Q What does the term two-way communication mean to you? When have you successfully used two-way communication?
- Q How would you rate your communication skills and what have you done to improve them?
- Q What is your philosophy of reference?
- Q What is your philosophy of collection development?
- Q Do you have any experience with audio-visual materials?
- Q Do you have any experience in setting up displays?

- Q Why should we hire you?
- Q How would you describe your management supervision style?
- Q What is your style of leadership?
- Q If we ask your present supervisor what your present strengths are, what would he/she say?
- Q Describe your ideal job?
- Q What sorts of people do you enjoy working with most?
- Q What was your most challenging supervisory experience?
- Q In what kind of work environment are you most comfortable?
- Q How do you feel about your ability to write, spell, and communicate? What kind of feedback have you received about your writing ability?
- Q What kind of people do you find it most difficult to work with? What do you do to improve the situation?
- Q What kind of people do you like to work with?
- Q Do you do personal planning? If so, what are your goals?
- Q What things give you the greatest satisfaction?
- Q What types of things make you angry? How do you react?
- Q What experience have you had using the Internet?
- Q Do you have the skills necessary to create and maintain our WWW home pages?

- Q What do you see as the future of the Internet as a reference tool?**
- Q Tell us about your experience with online searching?**
- Q What is your experience with automated systems and with computers in general?**
- Q Can you install software on computers and perform basic maintenance on them?**
- Q What is your experience with collection development?**
- Q What professional groups are you a member of, and how active have you been in those groups?**
- Q What is your cataloging and classification experience?**
- Q What is your interlibrary loan experience?**
- Q How are government documents handled at Libraries?**
- Q What do you see as the budget implications of increasing use of electronic resources in libraries?**
- Q How is reference service important in libraries?**
- Q How would you handle a question over the phone that you can't answer immediately?**
- Q Is there any time that you would refuse to answer a patron's request?**
- Q How would you handle a person who objects to a sex education book on the shelf?**
- Q What qualities do you think we should look for in a prospective reference librarian?**
- Q If you were assisting a person at the reference desk and the telephone rang, what would you do?**

- Q What would you do if you heard a staff member provide a patron with an incorrect answer?
- Q What do you think a reference librarian's duties should be?
- Q How do you feel about providing general reference services?
- Q What strengths do you bring to a reference position and what areas would you like to improve?
- Q What would you do if you were unsure of how to answer a reference question?
- Q Outline your science background, including: science coursework, library school coursework in science reference, and science library experience.
- Q What questions do you have for us? Is there anything else that you would like to add?

**OBJECTIVE TYPE QUESTIONS
IN LIBRARY AND
INFORMATION SCIENCE**

- Q Information is a part of ...
- A. Information Science
 - B. Scientific achievement
 - C. Knowledge
 - D. Communication

ANSWER A

- Q Information is ...
- A. Raw data
 - B. Processed data
 - C. Input data
 - D. Organized data

ANSWER A

- Q 'Communication of Information' means? ...
- A. Process of transmitting information
 - B. Process of disseminating information
 - C. Process of retrieval of information
 - D. Process of scanning information

ANSWER B

- Q 'Intellectual property means? ...
- A. Books
 - B. All reading material
 - C. Intellectual thoughts
 - D. All of the above

ANSWER D

- Q The term "Information Service" is an improvised name of ...
- A. Administration
 - B. Documentation
 - C. Bibliography
 - D. Reference service

ANSWER D

- Qis a process of Information ...
- A. Books
 - B. CD-ROM
 - C. Computers
 - D. None of the above

ANSWER B

- Q ... Law of Library Science stated by S.R. Ranganathan relates to the growth of libraries ...
- A. Fourth law
 - B. First law
 - C. Second law
 - D. Fifth law

ANSWER D

- Q Resource sharing is a part of ...
- A. Library cooperation
 - B. Library administration
 - C. Library management
 - D. Library cataloguing

ANSWER A

- Q Library technology reports is a publication of ...
- A. ILA
 - B. ALA
 - C. LA
 - D. IASLIC

ANSWER B

- Q American Library Association was established in ...
- A. 1876
 - B. 1872
 - C. 1875
 - D. 1880

ANSWER A

- Q** The Five laws of library science are a set of good norms to good practice in ...
- A.** Society
 - B.** Libraries
 - C.** Librarianship
 - D.** Library science

ANSWER B

- Q** Reading center's, story hours, exhibitions and reading to literature are forms of ...
- A.** Extension service
 - B.** Service of a public library
 - C.** Both
 - D.** None

ANSWER A

- Q** The term coined by S.R. Ranganathan for mobile libraries was ...
- A.** Moving library
 - B.** Library on wheels
 - C.** Library machine
 - D.** All of the above

ANSWER B

- Q** Most useful information sources are ...
- A.** Reference sources
 - B.** Non documentary sources
 - C.** Documentary sources
 - D.** Both (a) & (b)

ANSWER C

- Q** Primary source of information is ...
- A.** Bibliography
 - B.** Encyclopedia
 - C.** Handwritten articles
 - D.** Dictionary

ANSWER C

- Q** Library literature is ...
- A.** Indexing journal
 - B.** List of books of library science
 - C.** Abstracting periodical
 - D.** Directory of sources of library science

ANSWER D

- Q** Abstracting service provides...
- A.** Abstract of articles
 - B.** Whole bibliographic description of articles
 - C.** Whole bibliographic description along with abstracts of article
 - D.** Whole bibliographic sources

ANSWER C

- Q** Database is ...
- A.** Printed information sources
 - B.** Non paper information sources
 - C.** Non printed information sources
 - D.** Electronic forms of printed source

ANSWER D

- Q** Articles published in research journal are ...
- A.** Reference sources
 - B.** Secondary sources
 - C.** Primary sources
 - D.** Tertiary sources

ANSWER C

- Q** Service that demands the creation of a 'user' profile is ...
- A.** CAS
 - B.** Information retrieval
 - C.** SDI

D. Reference service

ANSWER C

- Q** "Reference service is the contact between the right reader and the right book in the right personal way" was stated by...
- A.** D J Fockett
 - B.** S R Ranganathan
 - C.** James I Wyer
 - D.** A.L.A Glossary of library terms

ANSWER B

- Q** The essential aspect of information service is ...
- A.** Retrieval of information
 - B.** Storage of information
 - C.** Collection of information
 - D.** Communication of information

ANSWER D

- Q** CAS, SDI, indexing & abstracting and literature searching service is ...
- A.** Bibliographical service
 - B.** Reference Service
 - C.** Indexing Service
 - D.** None of the above

ANSWER A

- Q** CAS is defined as ...
- A.** A process of dissemination of information
 - B.** A process of information
 - C.** A process of dissemination of current information
 - D.** A simple information service

ANSWER C

- Q** Feedback mechanism is a part of ... service
- A.** Reprography
 - B.** CAS
 - C.** Translation

D. SDI

ANSWER D

- Q What UAP stands among the following ...
- A. United Academy of publication
 - B. Universal Association of Publishers
 - C. Universal Availability of Publications
 - D. Universal Association of Printers

ANSWER C

- Q The Library which first introduced the printed catalog was...
- A. British Museum
 - B. Library of Congress
 - C. Lenin State Library
 - D. Imperial Library

ANSWER A

- Q Thesaurus is ...
- A. A collection of selected terminology
 - B. Synonymous terms
 - C. List of words
 - D. All of the above

ANSWER A

- Q A collection of terms or records in MARC is called ...
- A. System
 - B. Network
 - C. Website
 - D. Database

ANSWER D

- Q What PERN stands for? ...
- A. Personal Network
 - B. Peshawar Engineering Research News

- C. Peace Research News
- D. Pakistan Education and Research Network

ANSWER D

- Q A computer that connects one network to another for the purpose of file transfer is known as ...
- A. Highway
 - B. Search Engine
 - C. Gateway
 - D. Super way

ANSWER C

- Q Bibliometry is ...
- A. Function of Library Network
 - B. Information Management Service
 - C. Information Management Tool.
 - D. Library Service

ANSWER C

- Q Informal self education is possible in the ...
- A. National Library
 - B. Public Library
 - C. Specific Library
 - D. College Library

ANSWER B

- Q Microchip was invented by ...
- A. Microsoft
 - B. IBM
 - C. DELL
 - D Intel

ANSWER D

- Q Patent is ...
- A. An agreement to the Government
 - B. Document of the library
 - C. An agreement between the inventor and

the Government

- D. An agreement between library and Publisher

ANSWER C

- Q Sear's List of Subject Headings (SLSH) is mainly useful for ...
- A. Small and medium libraries
 - B. Special libraries
 - C. Academic libraries
 - D. College libraries

ANSWER A

- Q The word Library is made of the word ...
- A. Liber
 - B. Libra
 - C. Libre
 - D. Liberae

ANSWER B

- Q "Books for all" is the same as the law of Library Science ...?
- A. Books are for use
 - B. Every reader his/her book
 - C. Every book and its reader
 - D. Save the time of the reader

ANSWER B

- Q Posting the right person at the right place is called ...
- A. Recruitment
 - B. Coaching
 - C. Deployment
 - D. Induction

ANSWER D

- Q TQM is a system of continuous improvement employing participative management and centered on needs of the ...
- A. Customers

- B. Staff
- C. Organization
- D. Government

ANSWER C

- Q Financial support given to libraries is of two types ...
- (i) Recurring and
 - (ii).....
- A. Ad-hoc
 - B. Endowments
 - C. Annual
 - D. Non-recurring

ANSWER B

- Q Principle of maximum aggregate benefit is concerned with ...
- A. Growth of library
 - B. Library use.
 - C. Library service
 - D. Library fee

ANSWER B

- Q takes items of expenditure for libraries as the working data for allocation of funds...
- A. Method of details
 - B. Per capita method
 - C. Principle of economy
 - D. Library budget

ANSWER D

- Q A budget which mainly covers items of current revenue and expenditure is called ...
- A. Programme budget
 - B. Welfare economics
 - C. Current budgeting
 - D. Capital budgeting

ANSWER D

- Q _____ budgeting does not take into account what happened in the past but emphasizes on current activities.
- A. Formula

- B. Performance
- C. programme
- D. zero-base

ANSWER B

- Q In fund accounting, _____ fund can not be used for other purposes ...
- A. Recurring
 - B. Non-recurring
 - C. Restricted
 - D. Encumbering

ANSWER A

- Q Scrutiny of financial transactions is called ...
- A. Budgeting
 - B. Programming
 - C. Accounting
 - D. Auditing

ANSWER D

- Q A good library building is an outcome of librarian and ...
- A. Registrar
 - B. Building Corporation
 - C. Finance Officer
 - D. Architect

ANSWER D

- Q _____ are the storage areas for the various types of documents kept in a library.
- A. Tasks.
 - B. Racks
 - C. Stacks
 - D. Desks

ANSWER C

- Q Study carrels are exclusive areas meant for...
- A. Students
 - B. Public
 - C. Women
 - D. Researchers

ANSWER D

- Q Library catalogue cards are filed in specially designed drawers called ...
- A. Charging tray
 - B. Catalogue cabinet
 - C. Display rack.
 - D. Filing equipment

ANSWER B

- Q Information gatekeepers come under ... sources.
- A. Documentary
 - B. Human
 - C. Institutional
 - D. Neo-conventional

ANSWER A

- Q categories documents into three types such as primary, secondary and tertiary.
- A. Grogan
 - B. Skeltor
 - C. SR. Ranganathan
 - D. Hanson

ANSWER A

- Q _____ is a legal document and can be used as a source of industrial information...
- A. Report
 - B. Law Review
 - C. Patent
 - D. Specification

ANSWER D

- Q In Encyclopaedia Britanica, _____ acts as an index to macropaedia.
- A. Bibliography
 - B. Introduction Part
 - C. Propaedia
 - D. Micropaedia

ANSWER D

- Q One of the book selection principles states that "the best reading for the largest number at theCost." ...
- A. Maximum
 - B. Medium
 - C. Least
 - D. Zero

ANSWER C

- Q Payments for the books purchased can be made only after...
- A. Accessioning
 - B. Classification
 - C. Cataloguing
 - D. Arrangement in the shelve.

ANSWER A

- Q The standard size of an accession register is ...
- A. 15" x 13"
 - B. 16 x 13"
 - C. 12" x 5"
 - D. 5" x 3"

ANSWER B

- Q ISBN stands for _____
- A. Integrated Services Bibliographic Network
 - B. Indian Standard Book Number

- C. International Standard Book Number
- D. International Standard for Book and Non-book Material

ANSWER C

Q The three card system introduced by Ranganathan are ...

- (i) Register Card
- (ii) Check Card
- (iii).....
 - A. KARDE
 - B LINDEX
 - C. Ledger Card
 - D. Classified Index Card

ANSWER D

Q Technical section performs mainly two functions namely classification and.....

- A. accessioning
- B. Bills payment
- C. Cataloguing
- D. Shelving

ANSWER C

Q PRECIS was developed by Derek Austin for use in the

-
- A. BNB
 - B. INB
 - C. ISBD
 - D. ISBN

ANSWER A

Q Getting books back from the users and releasing the borrower's ticket is known as ...

- A. charging

- B. holding
- C. reserving
- D. discharging

ANSWER D

- Q While entering the library, the personal belongings of a reader is kept in ...
- A. Cloak room
 - B. Property counter
 - C. Gate counter
 - D. Store room

ANSWER B

- Q Physical condition of the books should be property maintained. This is known as ...
- A. collation
 - B. conservation
 - C. shelf-arrangement
 - D. organization

ANSWER B

- Q _____ is an important record of books, which shows the position of any book on the shelves.
- A. Bay Guide
 - B. Authority File
 - C. Accession List.
 - D. Shelf List

ANSWER D

- Q Books misplaced on the shelves by readers are restored. This work is referred to as
- A. Shelving
 - B. Stock verification
 - C. Shelf rectification
 - D. Shifting

ANSWER C

- Q Books lost from the library are known through _____
- A. Stock verification
 - B. Charging and discharging
 - C. Shelf list
 - D. Accession Register

ANSWER A

- Q Outdated and seldom used books are withdrawn from the library is known as ...
- A. Shelving
 - B. Weeding
 - C. Circulating
 - D. Guiding

ANSWER B

- Q The objective of library binding is _____ of the library materials...
- A. Proper organization
 - B. Accessibility.
 - C. Durability
 - D. Humidity control

ANSWER C

- Q All part and pages of a volume are correctly sequenced in the first stage of binding process known as ...
- A. Sewing
 - B. Guard
 - C. Pulling
 - D. Collation

ANSWER D

- Q Sheets before and after the texts of a book are called _____
- A. End papers
 - B. Attach cover
 - C. Head bands
 - D. Gilding

ANSWER A

- Q Leather being used as one of the binding materials

i.e., _____ is the strongest leather...

- A. Roan
- B. Imitation
- C. Pig skin
- D. Sheep skin

ANSWER D

Q _____ has prescribed certain standards for library binding.

- A. ILA
- B. ALA
- C. BLA
- D. NBT

ANSWER B

Q _____ is a process of helping employees in an organization to acquire new skills and competence on a continuing basis ...

- A. Total Quality Management
- B. Management Information System
- C. Financial Resources Development
- D. Human Resources Development.

ANSWER A

Q A skillful method of providing means, mechanism and structural elements to streamline organizational work is known as _____

- A. Strategic planning
- B. Role analysis
- C. Work culture
- D. Autonomous planning

ANSWER A

Q Open access system in British public libraries was introduced by ...

- A. J.Dereck
- B. Melvil Dewey
- C. James Duff Brown
- D. Rnganathan

ANSWER C

- Q An Aisle is ...
- A. Passage way between two book racks
 - B. Racks reserved for researchers
 - C. Circulation counter
 - D. Leather for binding

ANSWER A

- Q The term 'Librametry' (statistical study of library services') was coined by ...
- A. D.J. Fosket
 - B. Ranganathan
 - C. Sears
 - D. ALA

ANSWER B

- Q Browne charging system was invented by ...
- A. Nina E. Brown
 - B. Charles Browne
 - C. James Duff Browne
 - D. Schmidt A. Browne

ANSWER A

- Q Newark charging system was first time introduced in the year ...
- A. 1900
 - B. 1935
 - C. 1820
 - D. 1870

ANSWER A

- Q Book ends is the name of ...
- A. Book supports
 - B. Book cover
 - C. Book worms
 - D. Book binding

ANSWER A

- Q Newark charging system was introduced by ...
- A. John Cotton Dana
 - B. Curley Arthur
 - C. Marty Bloomberg
 - D. Margaret Brown

ANSWER A

- Q Electrically operated book charging system was introduced by ...
- A. R.J. Bellwood
 - B. Helen Welch
 - C. David Smith
 - D. Gaylord brothers

ANSWER A

- Q 'Day Bock system' is ...
- A. Earliest type of circulation system
 - B. Shelf arrangement system
 - C. Cataloguing system
 - D. Weeding

ANSWER A

- Q Pie and the bar charts are used in libraries for ...
- A. Building diagram
 - B. Audio-visual materials
 - C. Chart of sitting arrangement in library
 - D. Graphical presentation of library data

ANSWER D

- Q Stock verification cum rectification method was devised by ...
- A. Asa Don Dickinson
 - B. Ranganathan
 - C. Charles Ammi Cutter
 - D. Rider

ANSWER B

- Q The first law of library science enunciated by Ranganathan is ...
- A. Library is a growing organism
 - B. Books are for use
 - C. Every book its reader
 - D. Save the time of the reader

ANSWER B

- Q Bibliographical information is related to ...
- A. Details concerning a publication
 - B. Information about library timings
 - C. Information about the number of books in a library
 - D. Details about circulation statistics

ANSWER A

- Q Function of maintenance section in library is ...
- A. To properly shelving the reading materials
 - B. To organize book exhibition
 - C. To provide reference service
 - D. To provide consultancy

ANSWER A

- Q Place in a library used for storage of reading material is called ...
- A. Conservation room
 - B. Reference room
 - C. Stacks room
 - D. Rare material room

ANSWER C

- Q 'Documentation Asia' is a reference source that covers the proceedings of Asian ...
- A. Science conferences
 - B. Philosophical debates
 - C. Religious conferences
 - D. Parliamentary proceedings and debates

ANSWER D

- Q **UNISIST, SPINES and NATIS are the major national/international programmes launched by ...**
- A. Library of Congress
 - B. UNESCO
 - C. UNICEF
 - D. PASTIC

ANSWER B

- Q **'Books in Print' is published by ...**
- A. McGraw-Hill
 - B. ALA
 - C. Bowker
 - D. H.W. Wilson

ANSWER C

- Q **Index Translationum , an international bibliography of translations is published by ...**
- A. Blackwell
 - B. UNICEF
 - C. Austalian Library Association
 - D. UNESCO

ANSWER D

- Q **The publisher of Harrod's Librarians' Glossary of Terms used in Librarianship is ...**
- A. Blackwell
 - B. British Library
 - C. Bowker
 - D. Gower

ANSWER D

- Q The word 'Research' comes from ...
- A. Latin word
 - B. German word
 - C. English word
 - D. French word

ANSWER D

- Q Meta-analysis is ...
- A. Compiling bibliography
 - B. Book review
 - C. Statistical synthesis of data
 - D. Organization chart

ANSWER C

- Q Bibliometrics is ...
- A. Bibliographical control
 - B. Bibliographical references
 - C. Indexing
 - D. Library research

ANSWER D

- Q Sources of data are of --- types ...
- A. 01
 - B. 02
 - C. 03
 - D. 04

ANSWER C

- Q Informetrics is ...
- A. Mathematical research related to libraries
 - B. A branch of Computer Science
 - C. Mathematical Economics
 - D. The study of Internet

ANSWER A

- Q Computer Keyboard is --- device ...
- A. Input
 - B. Output
 - C. Display
 - D. None of these

ANSWER A

- Q Computer mouse is ---- device ...
- A. Input device
 - B. Output device
 - C. Display
 - D. None of these

ANSWER A

- Q Computer monitor is ---- device..
- A. Input device
 - B. Output device
 - C. Display
 - D. None of these

ANSWER C

- Q Which of the following is not valid version of MS Office? ...
- A. Office XP
 - B. Office Vista
 - C. Office 2007
 - D. None of above

ANSWER B

- Q You cannot close MS Word application by ...
- A. Choosing File menu then Exit submenu
 - B. Press Alt+F4
 - C. Click X button on title bar
 - D. From File menu choose Close submenu

ANSWER D

- Q The key F12 opens a ...
- A. Save As dialog box
 - B. Open dialog box
 - C. Save dialog box
 - D. Close dialog box

ANSWER A

- Q What is the short cut key to open the Open dialog box? ...
- A. F12
 - B. Shift F12
 - C. Alt + F12
 - D. Ctrl + F12

ANSWER D

- Q A feature of MS Word that saves the document automatically after certain interval is available on ...
- A. Save tab on Options dialog box
 - B. Save As dialog box
 - C. Both of above
 - D. None of above

ANSWER A

- Q Where can you find the horizontal split bar on MS Word screen? ...
- A. On the left of horizontal scroll bar
 - B. On the right of horizontal scroll bar
 - C. On the top of vertical scroll bar
 - D. On the bottom of vertical scroll bar

ANSWER C

- Q Which of the following is not available on the Ruler of MS Word screen? ...
- A. Tab stop box
 - B. Left Indent
 - C. Right Indent
 - D. Center Indent
 - E. All of them are available on ruler

ANSWER D

- Q What is the place to the left of horizontal scroll bar? ...
- A. Tab stop buttons
 - B. View buttons
 - C. Split buttons
 - D. Indicators
 - E. None of above

ANSWER B

- Q Which file starts MS Word? ...
- A. Winword.exe
 - B. Word.exe
 - C. Msword.exe
 - D. Word2003.exe

ANSWER A

- Q BY how many ways can you save a document?
- A. 3
 - B. 4
 - C. 5
 - D. 6

ANSWER A

- Q If you want to keep track of different editions of a document which features will you use? ...
- A. Editions
 - B. Versions
 - C. Track Change
 - D. All of above

ANSWER B

- Q Background color or effects applied on a document is not visible in ...
- A. Web layout view
 - B. Print Layout view
 - C. Reading View
 - D. Print Preview

ANSWER D

- Q A portion of a document in which you set certain page formatting options is called ...
- A. Page
 - B. Document
 - C. Section
 - D. Page Setup

ANSWER C

- Q Borders can be applied to ...
- A. Cells
 - B. Paragraph
 - C. Text
 - D. All of above

ANSWER D

- Q Which of the following is not a type of page margin?
- ...
- A. Left
 - B. Right
 - C. Center
 - D. Top

ANSWER C

- Q What is the default left margin in Word 2003 document? ...
- A. 1"
 - B. 1.25"
 - C. 1.5"
 - D. 2"

ANSWER B

- Q What is gutter margin? ...
- A. Margin that is added to the left margin when printing
 - B. Margin that is added to right margin when printing
 - C. Margin that is added to the binding side of

- page when printing
- D. Margin that is added to the outside of the page when printing

ANSWER C

- Q Portrait and Landscape are ...
- A. Page Orientation
 - B. Paper Size
 - C. Page Layout
 - D. All of above

ANSWER A

- Q If you need to change the type face of a document, which menu will you choose? ...
- A. Edit
 - B. View
 - C. Format
 - D. Tools

ANSWER C

- Q Which of the following is not a font style? ...
- A. Bold
 - B. Italics
 - C. Regular
 - D. Superscript

ANSWER D

- Q UNIVAC is ...
- A. Universal Automatic Computer
 - B. Universal Array Computer
 - C. Unique Automatic Computer
 - D. Unvalued Automatic Computer

ANSWER A

- Q CD-ROM stands for ...
- A. Compactable Read Only Memory
 - B. Compact Data Read Only Memory
 - C. Compactable Disk Read Only Memory

D. Compact Disk Read Only Memory

ANSWER D

- Q** ALU is ...
- A. Arithmetic Logic Unit**
 - B. Array Logic Unit**
 - C. Application Logic Unit**
 - D. None of above**

ANSWER A

- Q** VGA is ...
- A. Video Graphics Array**
 - B. Visual Graphics Array**
 - C. Volatile Graphics Array**
 - D. Video Graphics Adapter**

ANSWER A

- Q** IBM 1401 is ...
- A. First Generation Computer**
 - B. Second Generation Computer**
 - C. Third Generation Computer**
 - D. Fourth Generation Computer**

ANSWER B

- Q** MSI stands for ...
- A. Medium Scale Integrated Circuits**
 - B. Medium System Integrated Circuits**
 - C. Medium Scale Intelligent Circuit**
 - D. Medium System Intelligent Circuit**

ANSWER A

- Q** The capacity of 3.5 inch floppy disk is ...
- A. 1.40 MB**
 - B. 1.44 GB**
 - C. 1.40 GB**

D. 1.44 MB

ANSWER D

- Q WAN stands for
- A. Wap Area Network
 - B. Wide Area Network
 - C. Wide Array Net
 - D. Wireless Area Network

ANSWER B

- Q MICR stands for ...
- A. Magnetic Ink Character Reader
 - B. Magnetic Ink Code Reader
 - C. Magnetic Ink Cases Reader
 - D. None

ANSWER A

- Q Which of the following devices can be used directly to image printed text? ...
- A. OCR
 - B. OMR
 - C. MICR
 - D. All of above

ANSWER A

- Q The output quality of a printer is measured by ...
- A. Dot per inch
 - B. Dot per sq. inch
 - C. Dots printed per unit time
 - D. All of above

ANSWER B

- Q In analog computer ...
- A. Input is first converted to digital form
 - B. Input is never converted to digital form

- C. Output is displayed in digital form
- D. None of the above

ANSWER B

- Q In latest generation computers, the instructions are executed ...
- A. Parallel only
 - B. Sequentially only
 - C. Both sequentially and parallel
 - D. All of above

ANSWER C

- Q The first electronics computer-ENIAC was designed by ...
- A. Van-Neumann
 - B. Joseph M. Jacquard
 - C. Presper Eckert and John W Mauchly
 - D. None of above

ANSWER C

- Q Who invented the high level language C? ...
- A. Dennis M. Ritchie
 - B. Niklaus Writh
 - C. Seymour Papert
 - D. Donald Kunth

ANSWER A

- Q Personnel who design, program, operate and maintain computer equipment refers to ...
- A. Console-operator
 - B. Programmer
 - C. People ware
 - D. System Analyst

ANSWER C

- Q When did arch rivals IBM and Apple Computers Inc. decide to join hands? ...
- A. 1978

- B. 1984
- C. 1990
- D. 1991

ANSWER D

- Q Human beings are referred to as Homo Sapiens, which device is called Sillico Sapiens? ...
- A. Monitor
 - B. Hardware
 - C. Robot
 - D. Computer

ANSWER D

- Q An error in software or hardware is called a bug. What is the alternative computer jargon for it? ...
- A. Leech
 - B. Squid
 - C. Slug
 - D. Glitch

ANSWER D

- Q Modern computers are very reliable but they are not ...
- A. Fast
 - B. Powerful
 - C. Infallible
 - D. Cheap

ANSWER C

- Q What is the name of the display feature that highlights are of the screen which requires operator attention? ...
- A. Pixel
 - B. Reverse video
 - C. Touch screen
 - D. Cursor

ANSWER B

- Q Personal computers use a number of chips mounted on a main circuit board. What is the common name for such boards? ...
- A. Daughter board
 - B. Motherboard
 - C. Father board
 - D. Breadboard

ANSWER B

- Q In most IBM PCs, the CPU, the device drives, memory expansion slots and active components are mounted on a single board. What is the name of this board?...
- A. Motherboard
 - B. Breadboard
 - C. Daughter board
 - D. Grandmother board

ANSWER A

- Q What is meant by a dedicated computer? ...
- A. Which is used by one person only
 - B. Which is assigned one and only one task
 - C. Which uses one kind of software
 - D. Which is meant for application software

ANSWER B

- Q The system unit of a personal computer typically contains all of the following except...
- A. Microprocessor
 - B. Disk controller
 - C. Serial interface
 - D. Modem

ANSWER D

- Q A computer program that converts an entire program into machine language is called a/an ...
- A. Interpreter

- B. Simulator
- C. Compiler
- D. Commander

ANSWER C

- Q A computer program that translates one program instructions at a time into machine language is called a/an ...
- A. Interpreter
 - B. CPU
 - C. Compiler
 - D. Simulator

ANSWER A

- Q A small or intelligent device is so called because it contains within it a ...
- A. Computer
 - B. Microcomputer
 - C. Programmable
 - D. Sensor

ANSWER D

- Q IC chips used in computers are usually made of ...
- A. Lead
 - B. Silicon
 - C. Gold
 - D. Chromium

ANSWER B

- Q One kilobyte is equal to ...
- A. 1000 bytes
 - B. 1024 bytes
 - C. 100 bytes
 - D. 1023 bytes

ANSWER B

- Q Which of the following is not an example of Operating system ...
- A. Windows 98
 - B. BSD Unix
 - C. Microsoft Office XP
 - D. Red Hat Linux

ANSWER C

- Q One Gigabyte is approximately equal to ...
- A. 100,000 bytes
 - B. 1000,000,0000 bytes
 - C. 1000,000,000,000 bytes
 - D. None of these

ANSWER B

- Q Check the odd term out ...
- A. Internet
 - B. Unix
 - C. Linux
 - D. Windows

ANSWER A

- Q What is the control unit's function in the CPU ...
- A. To transfer data to primary storage
 - B. To store program instructions
 - C. To perform logic functions
 - D. To decode program instructions

ANSWER C

- Q Which of the following commands is given to reboot the computer ...
- A. Ctrl+Alt+Del
 - B. Ctrl+Alt+Tab
 - C. Ctrl+ shift +Del
 - D. Ctrl+Alt+shift

Answer A

- Q The blinking symbol on the computer screen is called the ...
- A. Mouse
 - B. Logo
 - C. Hand
 - D. Cursor

ANSWER D

- Q Which of the following refers to a small, single-site network ...
- A. LAN
 - B. DSL
 - C. RAM
 - D. USB

ANSWER A

- Q By default your document print- mode is ...
- A. Landscape
 - B. Portrait
 - C. Page set up
 - D. Print view

ANSWER B

- Q Select the odd one out ...
- A. Interpreter
 - B. Operating system
 - C. Compiler
 - D. Assembler

ANSWER B

- Q What do you press to enter the current date in a cell ...
- A. Ctrl +; (semi colon)
 - B. Ctrl+ shift+ : (colon)
 - C. Ctrl+ F10
 - D. Ctrl+ F 11

ANSWER A

- Q ATM means ...
- A. Any Time Marketing
 - B. Any Time Money
 - C. Any Time Machine
 - D. Automatic Teller Machine

ANSWER D

- Q A term associated with the comparison of processing speed is ...
- A. FFTS
 - B. MPG
 - C. MIPS
 - D. CPS

ANSWER C

- Q A dot-matrix printer ...
- A. Is an input-output device
 - B. Is an output device only
 - C. Is an input device only
 - D. None of these

ANSWER B

- Q Magnetic disk is a medium known as ...
- A. Serial access
 - B. Direct access
 - C. Sequential access
 - D. Sequential and rotational access

ANSWER B

- Q Computer code for interchange of information between terminals is ...
- A. ASCII
 - B. BCD
 - C. BCDIC
 - D. Hollerith

ANSWER A

- Q A temporary storage area attached to the CPU, for I/O operations is ...
- A. Channel
 - B. Buffer
 - C. Register
 - D. Core

ANSWER B

- Q Which one of the following a file ...
- A. Floppy disk
 - B. Magnetic drum
 - C. Magnetic tape
 - D. None of these

ANSWER D

- Q The retrieval of information from the computer is defined as ...
- A. Collection data
 - B. Data retrieval operations
 - C. Output
 - D. Data output collection

ANSWER C

- Q Which one of the following is not a computer language ...
- A. BASIC
 - B. COBOL
 - C. LOTUS
 - D. FORTRAN

ANSWER C

- Q Which one of the following is not a programming language of a computer ...
- A. BASIC
 - B. FORTRAN
 - C. LASER

D. PASCAL

ANSWER C

- Q ... is the brain of a computer.**
A. CPU
B. CD
C. Floppy disk
D. Megabyte

ANSWER A

- Q The most widely used commercial programming computer language is ...**
A. BASIC
B. COBOL
C. FORTRAN
D. PASCAL

ANSWER B

- Q Who was the inventor of mechanical calculator for adding numbers ...**
A. Charles Babbage
B. Peano
C. Newton
D. Pascal

ANSWER D

- Q Charles Babbage invented ...**
A. ENIAC
B. Difference engine
C. Electronic computer
D. Punched card

ANSWER B

- Q Which one of the following is a stored program machine ...**
A. Micro-processor
B. Calculator
C. Analog-computer
D. Micro-computer

ANSWER D

- Q The computer device primarily used to provide hard copy is the ...
- A. CRT
 - B. Line printer
 - C. Computer console
 - D. Card Reader

ANSWER B

- Q ----- is used as 'memory device' in computers.
- A. Rectifier
 - B. Flip-Flop
 - C. Comparator
 - D. Attenuator

ANSWER B

- Q A byte is made up of ...
- A. Eight decimal digits
 - B. Eight binary digits
 - C. Two binary digits
 - D. Two decimal digits

ANSWER B

- Q MAN is a ...
- A. Company
 - B. Cost
 - C. Network
 - D. Country

ANSWER C

- Q Main entry is prepared for ...
- A. Part of a document
 - B. Full document
 - C. More than four authors
 - D. Alternative title

ANSWER B

- Q Pinakes was a/an ...
- A. Ancient scientist
 - B. Library Building
 - C. Library catalogue
 - D. Bibliographer

ANSWER C

- Q The first major English-language cataloguing code was developed by ...
- A. Sir Anthony Panizzi
 - B. Rider
 - C. A.Tauber
 - D. None of these

ANSWER A

- Q British Museum "Rules for Compiling the Catalogues of Printed Books," was published in ...
- A. 1875
 - B. 1936
 - C. 1930
 - D. 1920

ANSWER B

- Q Anglo-American Cataloguing Rules," 1st edition was published in ...
- A. 1950
 - B. 1932
 - C. 1967
 - D. 1980

ANSWER C

- Q Anglo-American Cataloguing Rules (AACR2) 2nd edition was published in ...
- A. 1982
 - B. 1988
 - C. 1990
 - D. None of the above

ANSWER B

- Q AACR2R was published in ...
- A. 1993
 - B. 1987
 - C. 1998
 - D. 1972

ANSWER C

- Q RDA(Resources Description and Access) is a ...
- A. Book publishing Company
 - B. A room reserved in libraries for rare material
 - C. Cataloguing code
 - D. None of the above

ANSWER C

- Q The Anglo-American Cataloguing Rules is published by ...
- A. British Library
 - B. Library of Congress
 - C. Canadian Library Association
 - D. American Library Association

ANSWER D

- Q Paris Principles are considered as the foundation of ...
- A. Library research
 - B. Cataloguing codes
 - C. Library classification
 - D. Library circulation

ANSWER B

- Q PAC stands for ...
- A. Public awareness committees in libraries
 - B. Public access catalogue
 - C. Private academic centers
 - D. None of the above

ANSWER B

- Q ISBD was developed by ...
- A. UNESCO
 - B. UNICEF
 - C. Library of Congress
 - D. IFLA

ANSWER D

- Q Anonymous works is so called because it has ...
- A. Two authors
 - B. One author
 - C. More than three authors
 - D. No authors

ANSWER D

- Q MARC formats are used for ...
- A. Classification of reading materials
 - B. Compilation of bibliographies
 - C. Cataloguing
 - D. Industrial purposes

ANSWER C

- Q Bar Code is a/an ...
- A. Code used by computer programmers
 - B. Code used by classifiers
 - C. Alpha-numeric symbols
 - D. None of these

ANSWER C

- Q World-Cat is a/an ...
- A. A wild cat
 - B. A union catalogue
 - C. A tool used in binding
 - D. An encyclopedia published from India

ANSWER B

- Q Running title of a book means ...
- A. A book that has no title
 - B. A book that has more than one title
 - C. A book that has parallel titles
 - D. A book that has repeated title at the head or foot of each page

ANSWER D

- Q Caption title is something that is given ...
- A. At the beginning of the first page of a book
 - B. At the end of the last page of a book
 - C. A title of a book in more than two languages
 - D. None of these

ANSWER A

- Q Supplied title means the ...
- A. Title given to a book by publisher in case of no proper title
 - B. Title given to a book by cataloguer in case of no proper title
 - C. Title given to a book by classifier in case of no proper title
 - D. None of these

ANSWER B

- Q Half title is meant the ...
- A. Title that appears on the leaf preceding the title page
 - B. Title that appears on the verso of title page
 - C. Title that appears on the cover of the book
 - D. Title that appears on the last page of the book

ANSWER A

- Q Expurgated edition means ...
- A. Reprint of the book
 - B. 1st edition of the book
 - C. Edition having objectionable material removed from the book
 - D. None of the above

ANSWER C

- Q Compact edition is meant ...
- A. Edition in which physical size is reduced
 - B. Edition in which contents of the book are changed
 - C. Edition in which font of the book is changed
 - D. Edition without any change

ANSWER A

- Q Pirated edition is ...
- A. Edition in more than two languages
 - B. Paperback edition
 - C. Books published before 1000 CE
 - D. An unauthorized edition printed and sold without payment of royalties

ANSWER D

- Q Preface of a book is usually written by ...
- A. The author him/herself
 - B. The publisher of the book
 - C. The institution the author belongs to
 - D. None of the above

ANSWER A

- Q Pseudonymous Work is meant ...
- A. Such work that has no author
 - B. Such work where the author conceals his/her identity and uses false name
 - C. Such work written by more than four authors
 - D. None of these

ANSWER B

- Q In cataloguing, sine loco {s.l.} is used ...
- A. When size of the publication is not mentioned
 - B. When place of publication is missing
 - C. When some pages of the publication are missing
 - D. None of the above

ANSWER B

- Q Sine nomine {s.n.} is used in cataloguing when there is ...
- A. No publisher/unknown
 - B. No publication date
 - C. No edition is mentioned
 - D. Publication having multilingual text

ANSWER A

- Q Recto is a /an ...
- A. Manuscript
 - B. Study carrel
 - C. Instrument used in binding
 - D. Right-hand page of an open book

ANSWER D

- Q Octavo is a/an ...
- A. Chemical used in preservation of library materials
 - B. Books published in 20th century
 - C. Book with a height of 20 to 25 cm
 - D. None of the above

ANSWER C

- Q Verso is means ...
- A. The left-hand page of an open book
 - B. Bibliography given at the end of a book
 - C. Contents of a book

D. None of these

ANSWER A

- Q Quarto is used for a/an ...
- A. Periodical issued quarterly
 - B. Book measures from 25 to 30 cm in height
 - C. Book measures from 10 to 15 cm in height
 - D. Term used for a multi-volume encyclopedia

ANSWER B

- Q Tracing is an area in cataloguing that shows ...
- A. Secondary entries for a work to be made
 - B. Publisher's entry for a work to be made
 - C. ISBN to be assigned
 - D. None of these

ANSWER A

- Q CIP (Cataloguing in Publication) is the cataloguing of books ...
- A. Before they are published
 - B. After they are published
 - C. Done by cataloguers in libraries
 - D. None of the above

ANSWER A

- Q GMD stands for ...
- A. General Material Designation
 - B. General Monograph Department
 - C. General Material Distributors
 - D. None of the above

ANSWER A

- Q Cartographer is a person who ...
- A. Publishes books and like materials
 - B. Prepares maps, charts etc.
 - C. Makes documentaries
 - D. Designs library furniture

ANSWER B

- Q In hanging indention main entry is established under ...
- A. Author
 - B. Title
 - C. Subject
 - D. Series

ANSWER B

- Q Copy cataloguing means ...
- A. Machine-readable record is modified for local use
 - B. Photo copying of catalogue cards of an other library
 - C. Preparing catalogue cards by computer
 - D. None of the above

ANSWER A

- Q ISBN consists of ...
- A. 15 digits
 - B. 10 digits
 - C. 13 digits
 - D. 14 digits

ANSWER C

- Q Head quarter of ISBN (International Standard Book Number) is in ...
- A. United Kingdom
 - B. United States of America
 - C. Japan
 - D. New Zealand

ANSWER A

- Q In Pakistan, ISBN is being allotted to publishers by ...
- A. UNESCO
 - B. UNICEF

- C. JAICA
- D. National Library of Pakistan, Islamabad

ANSWER D

- Q Monograph means ...
- A. Periodical publications
 - B. A/V material
 - C. Manuscripts
 - D. Book

ANSWER D

- Q OCLC is a name of ...
- A. Union catalogue
 - B. International database of library holdings
 - C. Library automation
 - D. Periodical indexing

ANSWER B

- Q Standard size of catalogue card is ...
- A. 3"x5"
 - B. 4"x5"
 - C. 5 "x5"
 - D. 6"x5"

ANSWER A

- Q Allonym is a ...
- A. Pen name
 - B. Name of ancient libraries in Mesopotamia
 - C. Term used for more than three authors
 - D. A False name

ANSWER D

- Q Gray literature is the name given to ...
- A. Colourful books
 - B. Greek literature
 - C. Encyclopedias

- D. Documentary material that is not commercially published

ANSWER D

- Q Alexander Cruden's Concordance was published in ...
A. 1737
B. 1937
C. 1838
D. 1637

ANSWER A

- Q Reprography is a term used for ...
A. Reproduction of document from the original one
B. Conservation of library materials
C. Publishing of manuscripts
D. None of the above

ANSWER A

- Q Index Librorum Prohibitorum published in 1558 by Pope Paul IV was ...
A. An index to the literature on Christianity
B. A list of forbidden books
C. A bibliography on science
D. A catalogue of ancient Egyptian libraries

ANSWER B

- Q e-zine and webzine are terms used for ...
A. Electronic journals
B. chemical used in fumigation
C. Library automation
D. Rare materials

ANSWER A

- Q When a publication is issued twice in a year, it is called ...
A. Annual

- B. Semiannual
- C. Quarterly
- D. Biannual

ANSWER D

Semiannual is a publication that is issued ...

- A. Once in a year
- B. Thrice in a year
- C. At interval of six months
- D. None of these

ANSWER C

Q Biennial means ...

- A. A serial publication issued in every three years
- B. A serial publication issued in every four years
- C. A serial publication issued in every five years
- D. A serial publication issued in every two years

ANSWER D

Q The term triennial is used for the frequency of a publication issued ...

- A. In every five years
- B. In every four years
- C. In every two months
- D. In every three years

ANSWER D

Q The term quadrennial is used for the frequency of a ...

- A. Publication issued in every six months
- B. Publication issued in every seven months
- C. Publication issued in every four years
- D. None of these

ANSWER C

- Q When a publication issued after every five years, it is called ...
- A. Quinquennial
 - B. Sexnnnial
 - C. Septennial
 - D. None of the above

ANSWER A

- Q Sexennial is a publication issued after every ...
- A. Seven years
 - B. Six years
 - C. Three years
 - D. Nine years

ANSWER B

- Q Decennial means ...
- A. Publication issued in every six months
 - B. Publication issued in every seven months
 - C. Publication issued in every ten years
 - D. None of these

ANSWER C

- Q ISSN consists of ...
- A. Five digit number
 - B. Seven digit number
 - C. Eight digit number
 - D. Four digit number

ANSWER C

- Q The international centre of ISSN is in ...
- A. Tokyo
 - B. London
 - C. Geneva
 - D. Berlin

ANSWER B

- Q Pakistan Library Association (PLA) was formed in the year ...
- A. 1967
 - B. 1957
 - C. 1968
 - D. 1962

ANSWER B

- Q Permanent head quarters of PLA is in the city of ...
- A. Lahore
 - B. Karachi
 - C. Peshawar
 - D. Quetta
 - E. None of the above

ANSWER E

- Q Predecessor organization of PLA was ...
- A. Indian Library Association
 - B. Punjab Library Association
 - C. Sind Library association
 - D. Pakistan Bibliographical Working Group

ANSWER D

- Q Society for Promotion and Improvement of Libraries (SPIL) was established in the year ...
- A. 1950
 - B. 1955
 - C. 1959
 - D. 1960

ANSWER D

- Q Library Promotion Bureau was formed in the year ...
- A. 1955
 - B. 1965
 - C. 1945
 - D. 1960

ANSWER B

- Q Pakistan Library and Information Journal is published by ...
- A. Punjab Library Association
 - B. Sind Library Association
 - C. Department of Library Science, University of Karachi
 - D. Library Promotion Bureau, Karachi

ANSWER D

- Q --- was the first president of PLA.
- A. Dr. Anis Khurshid
 - B. Dr. Abdul Moid
 - C. Dr. Jalaluddin Haider
 - D. Dr. Mahmood Hussain.

ANSWER D

- Q ---- was the first Secretary General of PLA.
- A. Dr. Anis Khurshid
 - B. Dr. Abdul Moid
 - C. Dr. Jalaluddin Haider
 - D. Dr. Mahmood Hussain

ANSWER B

- Q The Head office of IFLA is in the city of ...
- A. Berlin, Germany
 - B. Tokyo, Japan
 - C. Geneva, Switzerland
 - D. The Hague, Netherlands.

ANSWER D

- Q IFLA's regional office for Asia is situated in ...
- A. Bangkok
 - B. Kuala Lumpur
 - C. Djakarta
 - D. None of the above

ANSWER A

- Q The oldest library association of the world is ...
- A. British Library Association
 - B. Indian Library Association
 - C. American Library Association
 - D. Commonwealth Library Association

ANSWER C

- Q The word 'POSDCORB' was coined by ...
- A. Rider
 - B. Tauber
 - C. Luther Gulick
 - D. Charles Ammi Cutter

ANSWER C

- Q Silver fish is a ...
- A. Small fish lives in cold water
 - B. Wingless insect
 - C. Chemical used in conservation of books
 - D. None of these

ANSWER B

- Q Bibliopeggy is a term used for ...
- A. Binding books
 - B. Shelving
 - C. Stock taking
 - D. Compilation of bibliography

ANSWER A

- Q The term lamination is used for ...
- A. Preserving old and frail paper
 - B. Leather binding
 - C. Fumigation in libraries
 - D. None of the above

ANSWER A

- Q The average room temperature for fumigation should be ...
- A. 40 to 50 degree C.
 - B. 30 to 50 degree C.
 - C. 20 to 30 degree C.
 - D. 25 to 35 degree C.

ANSWER A

- Q Fumigation chamber is a place where ...
- A. Books for fumigation are kept
 - B. Chemical for fumigation are stored
 - C. Reference materials are kept
 - D. None of the above

ANSWER A

- Q Monuments room is a section in libraries where ...
- A. Manuscripts are kept
 - B. Archival materials are kept
 - C. Belongings of readers are kept
 - D. Pictures of old and historical buildings are kept

ANSWER B

- Q A library known as "Library without walls" is ...
- A. Electronic library
 - B. Digital library
 - C. Virtual library
 - D. Mobile library

ANSWER C

- Q Z39.50 is a ...
- A. Code used in subject headings
 - B. Code used in library classification
 - C. Gateway to LC servers
 - D. Both A and B

ANSWER C

- Q Webliography means ...
- A. Techniques to compile bibliography
 - B. Enumerative subject list of digital resources on web/print
 - C. Analytical bibliography
 - D. None of the above

ANSWER B

- Q Paper was invented by the ...
- A. Germans
 - B. Chinese
 - C. Indians
 - D. Americans

ANSWER B

- Q Ts'ai Lun invented ...
- A. Computer
 - B. Printing press
 - C. Typewriter
 - D. Paper

ANSWER D

- Q Paper was invented in the year ...
- A. 1050 CE
 - B. 105 CE
 - C. 705 CE
 - D. 1505 CE

ANSWER B

- Q The first papermaking industry was established in the Islamic world (Baghdad) in the year ...
- A. 783 CE
 - B. 750 CE
 - C. 790 CE
 - D. 793 CE

ANSWER D

- Q Parchment in ancient days, was used as a ...
- A. Material to write on
 - B. Material for binding
 - C. Material for conservation
 - D. None of these

ANSWER A

- Q Clay tablets that Sumerians wrote on first time, were made up of ...
- A. Goat skin
 - B. Cow skin
 - C. Sheep skin
 - D. Earth and water

ANSWER D

- Q Clay tablets of ancient Mesopotamia have been preserved in ...
- A. British Museum
 - B. Library of Congress
 - C. India office Library
 - D. Both A and B

ANSWER A

- Q 'Book of the Dead' was a/an ...
- A. Egyptian funerary text
 - B. Mesopotamian religious book
 - C. Encyclopedia of religion
 - D. None of these

ANSWER A

- Q The first book printed by Chinese in the history of printing was ...
- A. Diamond Sutra
 - B. Gutenberg Bible
 - C. Book of Dead
 - D. Bible Barnabas

ANSWER A

- Q** Parchment, as a writing material was used in the era of ...
- A.** 1500 BC
 - B.** 300 BC
 - C.** 1000 BC
 - D.** 200 BC

ANSWER A

- Q** Incunabula is a term used for books printed ...
- A.** In Europe prior to 1501 CE
 - B.** In China after 1501 CE
 - C.** In America after 1801 CE
 - D.** In India during Muslim period.

ANSWER A

- Q** The most commonly used script in the world is ...
- A.** English script
 - B.** Chinese script
 - C.** German script
 - D.** Roman script

ANSWER D

- Q** Name of the first papermaking factory was ...
- A.** Fabriano
 - B.** Radio bond
 - C.** Picasso
 - D.** Piano

ANSWER A

- Q** Scriptorium is a room reserved for keeping ...
- A.** Old newspapers
 - B.** Old magazines
 - C.** Copying manuscripts
 - D.** Both A and B

ANSWER C

- Q Ideography means ...
- A. Writing on politics
 - B. Writing on history
 - C. Writing on philosophy
 - D. Picture writing

ANSWER D

- Q Archaeologists discover the Assurbanipal Library in the year ...
- A. 1870 CE
 - B. 1850 CE
 - C. 1890 CE
 - D. 1860 CE

ANSWER B

- Q The Library of Alexandria was established by ...
- A. Alexander, the Great
 - B. Krates
 - C. Mark Antony
 - D. None of these

ANSWER A

- Q Pergamum library established in 160/159 BCE) was in present day ...
- A. Iraq
 - B. Turkey
 - C. Egypt
 - D. Syria

ANSWER B

- Q Pergamum library was confiscated by ...
- A. Mark Antony
 - B. Demetris
 - C. Krate
 - D. None of the above

ANSWER A

- Q Bayt-al-Hikmah Library, Baghdad, was established by ...
- A. Harun al-Rashid
 - B. Mamun al - Rashid
 - C. Abul Abbas al-Saffah
 - D. Khalid Bermakki

ANSWER A

- Q Al-Azhar University and al-Azhar Mosque Library of Egypt were established by ...
- A. Fatimid caliph, Al-Moeez.
 - B. Fatimid caliph Al-Aziz
 - C. Fatimid caliph Al-Hakim
 - D. Fatimid caliph Al- Mustansir

ANSWER A

- Q The first Public Library founded in the Indian subcontinent was ...
- A. Punjab Public Library, Lahore
 - B. Quaid-e-Azam Library, Lahore
 - C. Kolkata Public Library
 - D. None of these

ANSWER C

- Q The Mogul Emperor who slipped from the stairs of a library and died was ...
- A. Akbar
 - B. Humayun
 - C. Jahangir
 - D. Shah Jahan

ANSWER B

- Q The India Office Library is situated in ...
- A. New Delhi
 - B. Mumbai
 - C. London
 - D. West Bengal

ANSWER C

- Q The Library of Congress was founded in ...
- A. 1870
 - B. 1850
 - C. 1800
 - D. 1822

ANSWER C

- Q The number of pieces of library materials added daily to the collection of Library of Congress is approximately ...
- A. 20,000
 - B. 15,000
 - C. 10,000
 - D. 5,000

ANSWER C

- Q The oldest Public Library of Pakistan is ...
- A. GHQ Library, Rawalpindi
 - B. Punjab Public Library, Lahore
 - C. Quaid-e-Azam Library, Lahore
 - D. None of these

ANSWER B

- Q Central Library Bahawalpur was established in ...
- A. 1920
 - B. 1924
 - C. 1930
 - D. 1925

ANSWER B

- Q Dr. Mahmud Husain Library exists in the city of ...
- A. Peshawar
 - B. Karachi
 - C. Islamabad
 - D. Lahore

ANSWER B

- Q** Liaquat Memorial Library is situated in ...
- A.** Lahore
 - B.** Karachi
 - C.** Islamabad
 - D.** Multan

ANSWER B

- Q** Punjab University Library, Lahore was founded in ...
- A.** 1910
 - B.** 1908
 - C.** 1912
 - D.** 1914

ANSWER B

- Q** The National Library of Pakistan is located in the city of ...
- A.** Karachi
 - B.** Lahore
 - C.** Peshawar
 - D.** Islamabad

ANSWER D

- Q** A library in Pakistan responsible to receive copyright materials is ...
- A.** Allama Iqbal Open University library, Islamabad
 - B.** National Library of Pakistan, Islamabad
 - C.** Liaquat Memorial Library, Karachi
 - D.** None of these

ANSWER B

- Q** The National Library of Pakistan has an annual publication known as ...
- A.** Periodicals directory
 - B.** Periodicals holding list

- C. Library guide-book
- D. Pakistan National Bibliography

ANSWER D

- Q The National Library of India is situated in ...
- A. Mumbai
 - B. New Delhi
 - C. Hyderabad
 - D. Kolkata

ANSWER D

- Q Diet Library is the national library of ...
- A. Korea
 - B. Japan
 - C. Myanmar
 - D. Taiwan

ANSWER B

- Q Die Deutsche Bibliothek is the national library of ...
- A. Canada
 - B. Germany
 - C. Brazil
 - D. Morocco

ANSWER B

- Q Biblioteca Nazionale Centrale di Firenze is the national library of ...
- A. Brazil
 - B. Thailand
 - C. France
 - D. Italy

ANSWER D

- Q In Pakistan, Copy Right Law was passed in ...
- A. 1963
 - B. 1962
 - C. 1965

D. 1960

ANSWER B

- Q** The full form for WIPO is ...
- A. World Industrial Protection Organization**
 - B. World Intellectual Property Organization**
 - C. World Information Protection Organization**
 - D. None of the above**

ANSWER B

- Q** Bern Convention of 1886 was held in connection with ...
- A. Cataloguing rules**
 - B. Copyright law**
 - C. Resource sharing**
 - D. Library classification**

ANSWER B

- Q** The first copyright law of the world was passed and implemented in ...
- A. Germany**
 - B. France**
 - C. United States**
 - D. Switzerland**

ANSWER B

- Q** The first copyright law of the world was passed in France in the year ...
- A. 1532**
 - B. 1536**
 - C. 1533**
 - D. 1537**

ANSWER D

- Q** Copyright law was passed and enforced in England in ...
- A. 1707**
 - B. 1708**

- C. 1709
- D. 1710

ANSWER C

- Q Copyright law was passed and implemented in the United States in ...
- A. 1790
 - B. 1890
 - C. 1690
 - D. 1590

ANSWER A

- Q Cumulative Book Index is a/an ...
- A. Bibliography
 - B. Index
 - C. Catalogue
 - D. Directory of libraries in Europe

ANSWER A

- Q The person started the first Library Training Course in pre-partition India was ...
- A. C.A. Cutter
 - B. Asa Don Dickinson
 - C. S.R. Ranganathan
 - D. K.M. Assadullah

ANSWER B

- Q 'The Punjab Library Primer', a book on Library Science, was written by ...
- A. Dr. Abdul Moid
 - B. Asa Don Dickinson
 - C. S.R. Ranganathan
 - D. Dr. Anis Khurshid

ANSWER B

- Q L. C. Key, an Australian expert, visited Pakistan in 1956 ...
- A. To train librarians
 - B. To improve public library services in the

- country
C. To train Library Science teachers
D. None of the above

ANSWER B

- Q The university that managed to start post-graduate diploma course in Library Science for the first time in Pakistan was ...
A. Punjab University, Lahore
B. Karachi University
C. Peshawar University
D. Islamia University, Bahawalpur

ANSWER B

- Q The first university in the world outside the United States that introduced regular training course in librarianship in 1915 was ...
A. German university, Berlin
B. Oxford University
C. Punjab University, Lahore
D. None of these

ANSWER C

- Q The founding father of modern librarianship in British India is known by the name of ...
A. S.R. Ranganathan
B. Asa Don Dickinson
C. K.M Asadullah
D. Dr. Abdul Moid

ANSWER B

- Q Avis Pour dresser une bibliotheque, an early book on libraries, was written by ...
A. Gabriel Naude

- B. Melvil Dewey
- C. S.R Ranganathan
- D. Krates

ANSWER A

- Q Book classification was devised by ...
- A. Charles Beacon
 - B. Harris
 - C. C.A. Cutter
 - D. Melvil Dewey

ANSWER D

- Q DDC stands for ...
- A. Decimal Division Classification
 - B. Divided Decimal Classification
 - C. Dewy Decimal Classification
 - D. Both A and B

ANSWER C

- Q The first edition of DDC was published in the year ...
- A. 1875
 - B. 1876
 - C. 1877
 - D. 1879

ANSWER B

- Q While devising his classification scheme, Melvil Dewey got help from ...
- A. Harris classification
 - B. Beconian classification
 - C. Cutter's expansive classification
 - D. Both A and B

ANSWER D

- Q DDC divides the whole recorded knowledge into ...
- A. 8 main classes

- B. 7 main classes
- C. 10 main classes
- D. 9 main classes

ANSWER C

- Q Each main class of DDC is further subdivided into divisions ...
- A. 12
 - B. 11
 - C. 10
 - D. 09

ANSWER C

- Q There are --- divisions in DDC.
- A. 50
 - B. 60
 - C. 70
 - D. 100

ANSWER D

- Q Number of sections in DDC are ...
- A. 200
 - B. 500
 - C. 700
 - D. 1000

ANSWER D

- Q The latest edition of DDC is ...
- A. 22nd
 - B. 23rd
 - C. 20th
 - D. 24th

ANSWER B

- Q DDC uses --- notation system.
- A. Mixed

- B. Pure
- C. Both A and B
- D. None of the above

ANSWER B

- Q DDC is published by ...
- A. McGraw-Hill Book company, New York
 - B. Forest Press/OCLC, Ohio
 - C. Oxford University Press, London
 - D. None of these

ANSWER B

- Q So far, DDC has been translated into approximately --
-- languages of the world.
- A. 20
 - B. 15
 - C. 30
 - D. 33

ANSWER D

- Q The organization that owns all the copyrights of DDC is ...
- A. Forest press
 - B. OCLC (Online Computer Library Center), Ohio
 - C. Oxford University press
 - D. R.R. Bowker

ANSWER B

- Q DDC was first time introduced in the sub-continent by ...
- A. S.R. Ranganathan
 - B. Asa Don Dickinson
 - C. L.C. Key
 - D. None of the above

ANSWER B

- Q DDC is a/an ----- classification system.
- A. Faceted
 - B. Enumerative
 - C. Both A and B
 - D. None of these

ANSWER B

- Q LCC represents ...
- A. Legal Classification Code
 - B. Literature Classification Code
 - C. Library of Congress Classification
 - D. None of these

ANSWER C

- Q Library of Congress Classification was devised in the year ...
- A. 1870
 - B. 1875
 - C. 1890
 - D. 1900

ANSWER D

- Q LCC is a --- classification system ...
- A. Faceted
 - B. Enumerative
 - C. Both A and B
 - D. None of the above

ANSWER B

- Q Fixed location classification system was developed by ...
- A. Thomas Jefferson
 - B. Melvil Dewey
 - C. Harris
 - D. S.R. Ranganathan

ANSWER A

- Q LCC system divides all knowledge into ---- main classes ...
- A. 31
 - B. 21
 - C. 41
 - D. 10

ANSWER B

- Q LCC system uses ---- notation ...
- A. Mixed
 - B. Pure
 - C. Both A and B
 - D. None of the above

ANSWER A

- Q Bibliographic Classification divides the whole knowledge into ...
- A. 10 main classes
 - B. 30 main classes
 - C. 20 main classes
 - D. 22 main classes

ANSWER C

- Q Colon Classification (CC) was developed by ...
- A. C.A. Cutter
 - B. Bliss
 - C. Jefferson
 - D. S.R. Ranganathan

ANSWER D

- Q Colon classification is a/an ...
- A. Faceted classification
 - B. Enumerative one
 - C. Both A and B
 - D. None of these

ANSWER A

- Q Colon classification system uses --- notation.
- A. Pure
 - B. Mixed
 - C. Both A and B
 - D. None of the above

ANSWER B

- Q Colon Classification system has almost --- basic classes ...
- A. 24
 - B. 43
 - C. 42
 - D. 222

ANSWER C

- Q Universal Decimal Classification (UDC) was devised by ...
- A. D. Brown
 - B. Paul Otlet and Henri la Fontaine
 - C. Sears
 - D. None of these

ANSWER B

- Q UDC is a/an classification system.
- A. Faceted
 - B. Enumerative
 - C. Both A and B
 - D. None of the above

ANSWER B

- Q UDC divides the whole recorded knowledge into ... main classes.
- A. 20
 - B. 15
 - C. 30
 - D. 10

ANSWER D

- Q Charles Ammi Cutter developed a classification system called ...
- A. Expansive Classification
 - B. Vedic Classification
 - C. Faceted classification
 - D. Enumerative Classification

ANSWER A

- Q The notational system of Expansive Classification is ...
- A. Pure
 - B. Mixed
 - C. Both A and B
 - D. None of these

ANSWER B

- Q Rules of Innovative Dictionary Card Catalogue and Decimal Tables was authored by ...
- A. J.D. Brown
 - B. Melvil Dewey
 - C. S.R. Ranganathan
 - D. C.A. Cutter

ANSWER D

- Q Library of Congress Subject Headings is published from ...
- A. New York
 - B. Washington D.C.
 - C. Ohio
 - D. Chicago

ANSWER B

- Q How many editions of Library of Congress Subject Headings have been published so far ...
- A. 30
 - B. 32
 - C. 23
 - D. 25

ANSWER B

- Q Who publishes Sears List of subject headings ...
- A. H.W. Wilson, New York
 - B. McGraw-Hill, New York
 - C. Oxford University Press, London
 - D. None of these

ANSWER A

- Q Cutter's Expansive Classification served as a basis for ...
- A. Library of Congress Classification system
 - B. Dewey Decimal Classification
 - C. Universal Decimal Classification
 - D. Bibliographic Classification

ANSWER A

- Q 'Bibliography' is --- word.
- A. An English
 - B. A German
 - C. A Greek
 - D. A Spanish

ANSWER C

- Q Bibliotherapy means ...
- A. The process to compile bibliography
 - B. Compiling dictionaries
 - C. Treatment of patient by using reading material
 - D. None of these

ANSWER C

- Q Bio-bibliography means ...
- A. Compiling bibliography on biology
 - B. Compiling bibliography on botany
 - C. A list of works written about an author examining the author's life and work.
 - D. None of these

ANSWER C

- Q Retrospective bibliography records ...
- A. Books that published in previous years
 - B. Books that will be published in future
 - C. The current publishing material
 - D. Both a and B

ANSWER A

- Q Footnote is usually placed at the ...
- A. End of the book
 - B. Beginning of the book
 - C. Middle of the book
 - D. Bottom of the book

ANSWER D

- Q Biblioclast is a person who ...
- A. Loves books
 - B. Destroys books for one reason or the other
 - C. Writes books on bibliography
 - D. Compiles bibliography

ANSWER B

- Q Biblioholism is a habit where a person ...
- A. Longs to purchase, read, store, admire books in excess.
 - B. Donates books to orphan houses
 - C. Builds libraries privately
 - D. Gathers manuscripts

ANSWER A

- Q Biblioklept is the one who ...
- A. Designs library buildings
 - B. Steals books and other material from libraries
 - C. Borrows books from libraries
 - D. None of the above

ANSWER B

- Q Bibliology is the science that studies ...
- A. Commonalities between biology and librarianship
 - B. Books from their origins in human society to the present time
 - C. Books published before 200 BC
 - D. The concept of paperless society

ANSWER B

- Q Bibliomania means ...
- A. Obsessive purchase or collecting of books
 - B. Conservation of rare material
 - C. Historical bibliography
 - D. None of these

ANSWER A

- Q Bibliophobia is a term used for a person who scares of ...
- A. Fire
 - B. Water
 - C. Books
 - D. Aeroplanes

ANSWER C

- Q The term bibliopole is used for a person who deals in ...
- A. Bibliographies
 - B. Secondhand and rare books
 - C. Publishing work
 - D. None of the above

ANSWER B

- Q Kitab al-Fihrist was compiled by ...
- A. Ibn Rushd
 - B. Ibn Sina
 - C. Ibn al-Nadim
 - D. Ibn Khuldun

ANSWER C

- Q** **Encyclopedia Britannica is published from ...**
A. London
B. Chicago
C. Berlin
D. New York

ANSWER B

- Q** **Encyclopedia Americana is published by ...**
A. McGraw-Hill
B. R.R. Bowker
C. Grolier Inc
D. Blackwell

ANSWER C

- Q** **The Statesman's Yearbook is published by ...**
A. Palgrave Macmillan, London
B. McGraw-Hill New York
C. Leiden Netherlands
D. None of these

ANSWER A

STANDARD ABBREVIATIONS

"A"

AACR	Anglo-American Cataloguing Rules
AALS	Association of American Library Schools
AATA	Art and Archaeology Technical Abstracts
ABLISS	Association of British Library and Information Science School
ACCOPI	Access Control and Copyright Protection for Images
ACE	Automatic Computing Engine
ACQNET	Acquisitions Librarians Electronic Network
ACRL	Association of College and Research Libraries
ACURIL	Association of College and Research Libraries
ADI	American Documentation Institute
ADSL	Asymmetric Digital Subscriber Loop
AFAS	French Association for Sound Archives
AI	Artificial Intelligence
AIBA	Agricultural Information Bank for Asia
AICCM	Australian Institute for the Conservation of Cultural Materials
AID	Associative Interactive Dictionary
AIIP	Association of Independent Information Professionals
AIRS	Alliance of Information and Referral Systems, Inc.
ALA	American Library Association
ALIA	Australian Library and Information Association

ALISE	Association for Library and Information Science Education
ALP	Advancement of Librarianship in the Third World Programme (IFLA)
ALPSP	Association of Learned and Professional Society Publishers
APINESS	Asian Pacific Information Network in Social Science
APINMAP	Asian Pacific Information Network on Medicinal and Aromatic Plants
ARIST	Annual Review of Information Science and Technology
ARL	Art Libraries Society of North America
ARLIS/UK	British and Irish Art Libraries Society
ARSC	Association for Recorded Sound Collections
ASI	American Society for Indexes
ASLIB	Association for Information Management (previously the Association of Special Libraries and Information Bureau), Association of Special Libraries
AV	Audiovisual

"B"

BAILER	British Association for Information and Library Education and Research
BANSDOC	Bangladesh National Scientific Documentation Center
BBS	Bulletin Board System
BIDS	Bath Information and Data Services
BL	British Library

BLDSC	British Library Document Supply Center
BLISS	British Library Information Science Service
BLR&DD	British Library Research and Development Department
BM	British Museum
BNB	British National Bibliography
BPP	Books Presentation Programme
BTEC	Business and Technical Education Council
BUBL	Bulletin Board for Libraries

"C"

CAD	Commission on Archival Development; Computer-Aided Design
CAL	Computer-Assisted Learning
CAS	Chemical Abstracts Service; Current Alerting Services
CAS-IAS	Current Awareness Services; Individual Article Supply
CAT	Computer – Assisted Translation
CD	Compact Disc
CDCR	Center for Documentation and Communication Research
CD-I	Compact Disc – Interactive
CD-R	Compact Disc – Recordable
CD-ROM	Compact Disc- Read Only Memory
CESSDA	Committee of European Social Science Data Archives
CHI	Computer – Human Interaction

CILIP	Chartered Institute of Library and Information Professionals
CINSA	Cultural Information Network for South Asia
CITED	Copyright in Transferred Electronic Data
CIX	Commercial Internet Exchange
CLA	Children's Libraries Association
CLR	Council on Library Resources
CLSCP	Copyright Libraries Shared Cataloguing Programme
COM	Computer Output Microfilm
COMLA	Commonwealth Library Association
CONSAL	Congress of Southeast Asian Libraries
COPICAT	Copyright Ownership Protection in Computer Assisted Twinning
CODMOSEA	Committee on Deposit Material on Southeast Asia
CPU	Central Processing Unit
CRLIS	Current Research in Library and Information science
CRS	Computerized Reservation Systems
CTI	Computer in Teaching Initiative
CURL	Consortium of University Research Libraries

"D"

DAT	Digital Audio Tape
DBA	Documentation, Library and Archives Department of UNESCO

DBMS	Database Management Systems
DCC	Digital Compact Cassette
DCE	Data Circuit-terminating Equipment
DDC	Dewey Decimal Classification
DEVINSA	Development Information Network on South Asia
DIP	Documentation Image Processing
DOI	Digital Object Identifier
DOS	Disk Operating System
DRTC	Documentation Research and Training Centre
DSP	Digital Signal Processor
DSS	Decision Support Systems
DTE	Data Terminal Equipment
DTP	Desktop Publishing

"E"

EAGLE	European Association for Grey Literature Exploitation
EBLIDA	European Bureau of Library, Information and Documentation Associations
EDI	Electronic Data Interchange
EIIA	European Information Industry Association
EIRENE	European Information Researchers Network
ELBS	Educational low-priced Books Scheme
ENLINET	Environmental Library Network

EPIDOS	European Patent Information and Documentation Systems
EPO	European Patent Office
ES	Expert Systems
ESTC	Eighteenth-century Short-Title Catalogue
EUCLID	European Conference of Library and Information Departments

"F"

FDDI	Fiber Distributed Data Interface
FIAC	Federation of Independent Advice Centers
FID	Federation for Information and Documentation
FIDA	International Archival Development Fund
FID/CAF	FID Regional Commission for Western, Eastern and Southern Africa
FID/CLA	FID Regional Commission for Latin America
FID/CAN	FID Regional Commission for the Caribbean and North America
FID/NANE	FID Regional Commission for Northern Africa and the Near East
FID/ROE	FID Regional Commission for Europe
FLA	Fellow of the Library Association
FOI	Freedom of Information
FOIA	Freedom of Information Act
FTP	File Transfer Protocol

"G"

GB	Gigabyte
GCS	Global Cataloguing Service
GILS	Government Information Locator Service
GIS	Graphic Information System
GUI	Graphical User Interface
GUIDE	Graphical User Interface Design and Evaluation

"H"

HCI	Human – Computer Interaction
HEA	Higher Education Act
HF	Human Factor
HMSO	Her Majesty's Stationery Office
HTML	Hyper Text Mark-up Language

"I"

IR	Information and Referral
IAML	International Association of Music Libraries
IARIL	International Association of Rural and Isolated Libraries
IAS	Individual Article Supply
IATUL	International Association of Technological University Libraries
IBBY	International Board on Books for Young People
IBI	Intergovernmental Bureau of Information
ID	Identification

IDA	Integrated Digital Access
IFDO	International Federation of Data Organizations
IFLA	International Federation of library Associations and Institutions
IHAC	Information Highway Advisory Council
IIB	International Institute of Bibliography
IIR	Intelligent Information Retrieval
IIS	Institute of Information Scientists
IK	Indigenous Knowledge
ILA	Indian Library Association
ILL	Interlibrary Loan/Lending
IM	Information Management
INPADOC	International Patent Documentation Service Documentation Center
INSDOC	Indian National Scientific and Documentation Center
IPA	International Publishers Association
IPC	Institute for Paper Conservation
IR	Information Retrieval
IRC	Internet Relay Chat
IRM	Information Resource(s) Management
IS	Information Superhighway
ISAD (G)	General International Standard Archival Description
ISBD	International Standard Bibliographic Description

ISBN	International Standard Book Number
ISDN	Integrated Services Digital Network
ISDS-SEA	International Serials Data System - South East Asia
ISI	Institute for Scientific Information (US)
ISO	International Organization for Standardization
ISRN	International Standard Recording Number
ISSN	International Standard Serial Number
IT	Information Technology
ITC	International Translations Center

"J"

JANET	Joint Academic Network
JASIST	Journal of the American Society for Information Science and Technology
JLA	Japan Library Association
JPRS	Joint Publications Research Service
JSC	Joint Steering Committee for Revision of AACR

"K"

Kb	Kilobyte
KBMT	Knowledge-Bases Machine translation
KLA	Korean Library Association
KWAC	Key Word and Context
KWIC	Key Word in Context

KWOC	Key Word Out of Context
------	-------------------------

"L"

LA	Library Association (British)
LAB	Library association of Bangladesh
LAC	Library Association of China
LAN	Local-Area Network
LAP-B	Link Access Procedure – Balanced Protocol
LAPL	Library Association Publishing Limited
LASER	London and Southeast Regional Library Bureau
LC	Library of Congress
LCC	Library of Congress Classification
LCCDG	Library Collections Conservation Discussion Group
LCMARC	Library of Congress Machine-readable Catalogue
LCSH	Library of Congress Subject Headings
LINC	Library and Information Co-operation
LIP	Library and Information Plan
LIS	Library and Information Science/Service
LISA	Library and Information Science Abstracts
LISC	Library and Information Services Council
LML	Liaquat Memorial Library

"M"

MA	Master of Arts; Museum Association
----	------------------------------------

MAD2	Manual of Archival Description 2nd Ed.
MALA	Madras Library Association
MALMARC	Malaysian MARC
MAN	Metropolitan – Area Network
MARC	Machine-Readable Cataloguing
MAT	Machine-Aided Translation
Mb	Megabyte
MDA	Museum Documentation Association
MeSH	Medical Subject Headings
MIS	Management Information Systems
MLA	Medical Library Association
MLS	Master of Library Science
MMI	Man–Machine Interaction
MMS	Man–Machine Systems
MPC	Multimedia Personal Computer
MPM	Multimedia Presentation manager
MS-DOS	Microsoft Disk Operating System
MSS	Management Support System
MT	Machine Translation
MWSS	Microsoft Windows Sound System

“N”

NAG	National Acquisition s Group
-----	------------------------------

NATIS	National Information System
NBS	National Bibliographic Service
NCL	National Central Library
NEPHIS	Nested Phrase Indexing System
NIDOC	National Information and Documentation Center
NII	National Information Infrastructure
NISO	National Information Standards Organization
NLB	National Library of Bangladesh; National Library for the Blind
NLDP	Netherlands Library Development Project
NLG	National Libraries Groups
NLLST	National Lending Library for Science and Technology
NLM	National Library of Medicine
NNLM	National Network for Libraries in Medicine
NOSP	Nordic Union Catalogue of Science Periodicals
NSF	National Science Foundation
NTIS	National Technical Information Center
NUC	National Union Catalogue
NUCMC	National Union Catalogue of Manuscript Collections
NWICO	New World Information and Communication Order

“O”

OCLC	Online Computer Library Center
OCR	Optical Character Recognition

ODA	Open Document Architecture
OED	Oxford English Dictionary
OOS	Occupational Overuse syndrome
OPACS	Online Public Access Catalogues
OPL	One-Person Library
OSI	Open Systems Interconnection

"p"

PAC	Preservation and Conservation Core Programme (IFLA)
PASTIC	Pakistan Scientific and Technical Information Center
PC	Personal Computer
PERN	Pakistan Education and Research Network
PIN	Personal Identification Number
PLA	Pakistan Library Association
PLR	Public Lending Right
PNB	Pakistan National Bibliography
PRECIS	Preserved Context Indexing System
PRO	Public Record Office
PULINET	Provincial University Library Network

"R"

RAM	Random-Access Memory
RAMP	Records and Archives Management Programme (UNESCO)
RBU	Repertoire Bibliographic Universal

RG	Reader's Guide Abstracts
RLG	Research Libraries Group
RLIN	Research Libraries Network
RLS	Regional Library System
RPM	Revolutions Per Minute

"S"

SAA	System Applications Architecture
SARBICA	Southeast Asian Regional Branch of the International Council on Archives
SCECSAL	Standing Conference of East, Central and Southern African Libraries
SCONUL	Standing Conference of National and University Libraries
SDI	Selective Dissemination of Information
SGML	Standard Generalized Mark-up Language
SILAS	Singapore Library Automation system
SLB	Section of Libraries for the Blind
SNA	System Network Architecture
SNB	Singapore National Bibliography
SQL	Structured Query Language
STUDIO	Structured User Interface Design for Interaction Optimization
STV	Share the Vision

"T"

TCP/IP	Transmission Control Protocol/Internet Protocol
--------	---

TL	Target language
TNAUK	Talking Newspaper Association of the United Kingdom
TRIPS	Trade-Related Aspects of Intellectual Property

"U"

UAI	Universal Availability of Information
UAP	Universal Availability of Publications Programme (IFLA)
UBC	Universal Bibliographic Control
UBCIM	Universal Bibliographic Control and International MARC
UDC	Universal Decimal Classification; Universal Data flow and Communications
UIMS	User Interface Management System
UKMARC	United Kingdom Machine-readable Cataloguing
UNESCO	United Nations Educational, scientific and Cultural Organization
UNIMARC	Universal Machine-readable Cataloguing
UNISIST	United Nations Information System in Science and Technology
URL	Uniform Resource Locator

"V"

VAN	Value-Added Network
VDT	Visual Display Terminal
VDU	Visual Display Unit

VMS	Voice Mail Systems
VRAM	Video Random Access Memory

"W"

WAIS	Wide-Area Information Server
WAN	Wide-Area Network
WIMPS	Windows, Icons, Mouse, Pull-down Menus
WIPO	World Intellectual Property Organization
WORM	Write Once Read Many
WTI	World Translation Index
WWW	World Wide Web
WYSIWYG	What You See Is What You Get

STANDARD FOOTNOTE ABBREIVIATIONS

anon.	anonymous
aug.	augmented
A. V.	Authorized Version (of the Bible)
Bost	Boston
brackets. []	used to enclose insertions within quoted material; also around bibliographical information which does not appear on the title page of a book
bull.	bulletin
Ca. Or c.,	circa (about. approximately)
cf.	confer. (Compare)
Chap(s). Or ch.	chapter (s)
Col. (s).	column (s)
D.A.B.	Dictionary of American Biography
D. BIB.	Douay Bible
D.N.B.	Dictionary of National Biography
ed.	editor, edition, edited
ed. cit.	Edition cited. (where specific reference is being made to edition that has already been noticed in the documentation)
e.g.	exempli gratia : (for example)

enl.	Enlarged
et alia	(and others)
et seq.	et sequens
etym.	etymology : and the following etymology. Etymological
fig (s).	figure (s)
ibid. ibidem :	at the same place. When two or more successive footnotes refer to the same work, it is not necessary to repeat complete references for the second footnote. Ibid. may be used.
Id. , idem :the i.e. id-est.(= at is	(= that is)
I.e.Ill., llus. illustrated, illustration or illust(s)	illustrated, illustration or illust(s)
intro.	Introduction
L., of LL.,	line/line (s)
loc. cit.	loco citato : in the place cited., used as op. cit., when new reference is made to the same pagination as cited in the previous note.
Ms., Mss.	Manuscripts

N.B.	nota bene : (note well)
n.d	no date
n.p.	no place
no pub.	no publisher
n. or nn.	note or notes
o.p.	out of print
op. cit.	opere citato : (in the work cited. If reference has been made to a work and new reference is to be made, Ibid., may be used.)
p. or pp.	page (s)
Pasim	here and there : (used when the reference is to something vague or not specific.
Pseud.	Pseudonym
q.v.	quod vide : (which see)
rev.	Revised
[sic]	“thus” (indicates an error of which you are aware., especially in quoted matter)
s.l.	sine loco (“without place” is used for if there is no place of publication).
s.n.	sine nomine (“without name” is used for if there is no publisher).
tr. Trans.	Translator, translated, translation

v or vv.	volume(s)
vid or vide	see, refer to
vs.	versus (against) suspension point (three periods) ... (are used to indicate material, regardless of extent, omitted from quotations.)

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INDEX

"A"

Abstracting	293
Academic Library	36
Aga Khan University	25
AIOU Library	26
Alexandria Library	15, 16
Analytical Bibliography	134
Annotated Bibliography	136
Anonymous Work	77
Asa Don Dickinson	152
Asa Don Dickinson Was Born	156
Assurbanipal	14, 16
Automation	205

"B"

Bahauddin Zakaraiya	
University	25
Bar Code	79
Baroda Library Movement	19
Bayt-Al-Hikmah	16
Bern Convention	35
Biblioclast	137
Bibliographic Citations	135
Bibliographic Control	139
Bibliography	133
Biblioholism	137
Biblioklept	137
Bibliology	137

Bibliophobia	138
Bibliothèque Nationale	32
Bibliotherapy	135
Binding	181
Bio-Bibliography	136
British National Bibliography	144
Brown Charging System	284
"C"	
Calcutta) Public Library	18
Call Number	47
Cataloguing	87
Cataloguing In Publication	88
Central Library Bahawalpur	22
Circulation	283
Classification	43
Clay Tablets	14, 69
Collection Development	261
Computer	225
Copyright Law	34
Corporate Body	76
Cross-Reference	127
Cumulative Book Index	140
Cutter Numbers	49
Cutter's Expansive	
Classification	61
Cybercafe	254
Cyberspace	255

"D"

Data	192
Database	214
Deductive Reasoning	196
Descriptive Bibliography	135
Deutsche National bibliothek	33
Dewey Decimal Classification	51
Digital Library	209
Digitization	256
Disaster Management	169
Diyal Singh Trust Library	21
DOI	231
Dr Mahmud Husain Library	22
Dr Muhammad Hamidullah Library	21
Dummy Charging System	284

"E"

e-book Reader	228
ebrary	214
Enumerative Bibliography	134
Enumerative Classification	46
Expansive Classification	51

"F"

Face book	256
Faceted/Analytico-Synthetic Classification	46
Five Laws of Library Science	59

Footnote	137
Fumigation	184

"H"

Hardware	229
HEC Digital Library	210
Hierarchical Classification	46
Historical Bibliography	135
Hub	229
Hybrid Library	207
Hypertext	226

"I"

IFLA	163
Imperial Library	18
Imprint In	84
Incunabula	8
Indexing	289
India Office Library	20
Indian National Bibliography	143

Inductive Reasoning	197
Information	151
Information Literacy	216
Information Management	62
Information Science	13, 151
Information Technology	222
Informetrics	201
Interface	249
International Islamic University	26

- | | | |
|-----------------------------|-------------|-------------------------------|
| ISDS | 300 | 34,44, 48, 51, 53, 56,57, 58, |
| International Standard | | 61,69, 73,88, 100 |
| Bibliographic Description | 75 | Library of Congress |
| International Standard Book | | Classification |
| Number | 90 | 56 |
| Islamia College | 23 | Library of Congress Subject |
| Islamic Research Institute | 21 | Headings |
| ISSN | 304 | 125 |
| "K" | | Library Orientation |
| Keywords | 124 | 271 |
| Khairpur Public Library | 23 | Library Rules |
| Knowledge | 62 | 324 |
| Knowledge Management | 62 | Library Science |
| Koha | 217 | 13,55,150 |
| Kolkata | 18, 32 | LIMS |
| KULSAA | 163 | 219 |
| "L" | | "M" |
| LAMP | 220 | Machine-Readable Cataloging |
| Ledger Charging System | 284 | 73 |
| Liaquat Memorial Library | 22,31 | Mass Media |
| Library Administration | 317 | 251 |
| Library and Information | | Melvil Dewey |
| Science Journal | 156 | 53 |
| Library Budget | 327 | Memory Aids |
| Library Catalogue | 69 | 55 |
| Library Finance | 326 | Metadata |
| Library Management | 317 | 255 |
| Library Marketing | 328 | Mnemonics |
| Library of Congress | 20, 21, 33, | 55 |
| | | Mobile Library |
| | | 40 |
| | | Monograph |
| | | 91 |
| | | Muhammad Hamidullah Library |
| | | 21 |
| | | Multimedia |
| | | 251 |
| | | "N" |
| | | National Bibliographical Unit |
| | | 140 |
| | | National Diet Library |
| | | 32 |
| | | National Library |
| | | 18, 20, 22,29, |
| | | 30, 31, 32, 33, 91, 100 |

National Sirah Library	21	Punjab University Library	24
Newark Charging System	285	"Q"	
Notation	47	Quaid-E-Azam Library	21
"O"		Qualitative Research	189
OCLC	92	Quantitative Research	189
Octavo	87	Quarto	87
Online Public Access Catalogue		Questionnaire	195
	74	"R"	
Open Source Software	208	Ranganathan	60
Operating System	232	RDA	98
"P"		Recto	86
Pakistan National Bibliography		Reference Service	269
	140	Reference Source	271
Paleography	15	Resource Sharing	307
PBWB	161	Retrospective Bibliography	136
Pergamum Library	15, 16	Router	243
Pergamum Library	16	"S"	
PERN	202	Sandaman Public Library	23
Pictography	10	Scanner	225
Pinakes	69	Sears List Of Subject Headings	
PLA	161		125
Preprint	94	Serial Management	297
Printer	230	Shafi's Expansion	56
Printing	8	Shelving	177
Proceedings	95	Sic	86
Public Access Catalog	75	Social Media	258
Public Library	38	Social Networking	257
PULSAA	163	Software	246
Punjab Public Library	21, 39	Special Library	39

Stocktaking	177
Style Manual	95
Subject Heading	123

"T"

Textual Bibliography	135
Thesaurus	124
Trade Bibliography	140
Twiter	98

"U"

Universal Bibliographic Control	
	139
Universal Decimal Classification	
	60
USMARC...	78

"V"

Verso	86
Virtua	221

"W"

Webliography	222
Weeding	179, 263
World Intellectual Property Organization	35
World-Cat	80

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